



Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. *Please print.*

Name: _____

Social security #: _____ Phone # () _____

Address: _____

City/State/Zip: _____

Position applied for: _____

Would you accept full-time work? Yes _____ No _____

Would you accept part-time work? Yes _____ No _____

Have you ever been employed here before? Yes _____ No _____ If yes, please give approximate dates of employment at this company: _____

_____ See resume attached (Go directly to “**Additional Information**” section when resume is attached).

Educational Background

(Circle highest level completed)

Grammar School	5	6	7	8
High School	9	10	11	12
College	1	2	3	4

Vocational training?: _____

Graduate degree?: _____

Training in what field?: _____

Name of last school attended: _____

Personal References

(Other than family members or previous employers)

1. Name: _____ Phone () _____

Address: _____

2. Name: _____ Phone () _____

Address: _____

3. Name: _____ Phone () _____

Address: _____

Previous Employers and Their Addresses

List the most recent employer first.

1. Company Name: _____ Phone () _____

Address: _____

Employed from _____ to _____ Position: _____

Reason for Leaving: _____ Last Wage: _____

2. Company Name: _____ Phone () _____

Address: _____

Employed from _____ to _____ Position: _____

Reason for Leaving: _____ Last Wage: _____

Do you have a legal right to be employed in the U.S.? Yes _____ No _____
(if yes, proof is required)

Are you of legal age to work? Yes _____ No _____

Additional Information

To the applicant: Read this section carefully before answering any of the questions in this area. Answer the following questions only if the line on the left of a question is marked (X). The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veterans status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only the questions marked (X) below by the employer are believed by the employer to be needed for a legally permissible reason.

___ You have been given a written job description which includes the essential job functions of the position for which you have applied.

Are you able to perform each of the essential job functions listed for this position with or without accommodation?: Yes _____ No _____

If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations.

Sex: Male Female (please circle one)

____ Height: ft. ____ in. ____

____ Weight: _____ lb.

____ Are you a Vietnam or Gulf War veteran? Yes ____ No ____

____ Are you eligible to be bonded? Yes ____ No ____

Do you have a valid Virginia drivers license? Yes ____ No ____

If you do not have a valid drivers license, why? _____

Emergency Contact and how related: _____

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the company unless made in writing and signed by me and an authorized representative of the company.

Applicant's Signature: _____ Date: _____