



# TOWN OF VINTON, VIRGINIA

## APPLICATION FOR EMPLOYMENT

311 S. Pollard Street  
Vinton, Virginia 24179

### *An Equal Opportunity Employer*

*All applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.*

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Street or PO Box and Apt. No.

\_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
(City) (State) (Zip Code)

Are you eligible for employment in the United States?  Yes  No (Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification and provide documents proving identity and eligibility to work in the United States.)

Have you ever been employed with us? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

On what date would you be available for work: \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_

**IF YOU ARE APPLYING FOR A POSITION THAT REQUIRES DRIVING VEHICLES, COMPLETE THIS SECTION**

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ Commercial Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of a traffic violation within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

Nature of Violation: \_\_\_\_\_

EDUCATION: Circle the highest grade completed. 1 2 3 4 5 6 7 8 9 10 11 12 Year \_\_\_\_\_

If you did not complete high school, do you have a high school equivalency diploma?  Yes  No Date Received \_\_\_\_\_

	School Name and Location	From	To	Date Graduated	Degree/Certificate	Major Area of Study
College or University						
Other Education						

Describe any skills you possess or specialized training/achievements you have had which you believe would be relevant to the position for which you are applying. \_\_\_\_\_

EXPERIENCE: List below all present and past employment or volunteer experience, beginning with your most recent position. Include military service, part-time and temporary employment.

Employer:	Dates Employed		Work Performed
Address:	<u>From</u>	<u>To</u>	
Telephone No.			
Position/Title:	<u>Hourly Rate/Salary</u>		
Supervisor:	Starting: \$ _____		
	Final: \$ _____		
Reason for Leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:	Dates Employed		Work Performed
Address:	<u>From</u>	<u>To</u>	
Telephone No.			
Position/Title:	<u>HourlyRate/Salary</u>		
Supervisor:	Starting: \$ _____		
	Final: \$ _____		
Reason for Leaving:		May we contact? ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:	Dates Employed		Work Performed
Address:	<u>From</u>	<u>To</u>	
Telephone No.			
Position/Title:	<u>Hourly Rate/Salary</u>		
Supervisor:	Starting: \$ _____		
	Final: \$ _____		
Reason for Leaving		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer:	Dates Employed		Work Performed
Address:	<u>From</u>	<u>To</u>	
Telephone No.			
Position/Title:	<u>Hourly Rate/Salary</u>		
Supervisor:	Starting: \$ _____		
	Final: \$ _____		
Reason for Leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

You may attach additional information if you desire and this section of the application may be reproduced as necessary, if additional space is needed. Account for all periods of unemployment. Include all information on the application and not on an attached resume.

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Have you ever been convicted\* for any violation(s) of law, excluding moving traffic violations.  Yes  No If **YES**, please list all convictions, including court location and approximate date: \_\_\_\_\_

\*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.

Are any criminal charges or proceedings pending against you?  Yes  No

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### REFERENCES

List three persons not related to you and who have knowledge of your qualifications or your character.

Name & Occupation	Address	Telephone #	Relationship
1.			
2.			
3.			

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May we conduct a background check of your qualifications, character, record of employment, and, if applicable, your driving record?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If **No**, please explain. \_\_\_\_\_

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### ATTENTION – This statement must be signed.

By submitting this application, I hereby certify that all entries submitted are true and complete to the best of my knowledge, and understand that any false statement is sufficient cause for rejection of the applicant or dismissal after appointment.

I understand that all information on the application is subject to verification and consent to a criminal history and driving background check, if applicable. I further understand that I may be required to pass a physical examination, pre-employment drug screening, and provide a copy of my driving record, if requested, as a condition of my employment. I am aware that I may be subject to random drug screenings and driving record reviews as a condition of continued employment if hired.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

# TOWN OF VINTON, VIRGINIA

## EQUAL EMPLOYMENT OPPORTUNITY DATA

Applicants for employment are considered for all positions without regard to race, color, religion, national origin, sex, age, veteran status, or disability.

As a local government employer, we comply with government and equal employment regulations. Please assist us in complying with government record-keeping reporting and other local requirements by completing the questions listed below. Your responses will be used for statistical purposes only and will be kept in a confidential file, separate from the employment application. The information you supply is voluntary and will not be used for employment purposes.

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Check One:  Male  Female

Date of Birth: \_\_\_\_\_

**ETHNIC ORIGIN** – Please check one of the following that best describes your ethnic origin.

- White (includes persons of Arabian descent)
- Black (includes Jamaican, Bahamian and other Caribbeans of Africa but not Hispanic or Arabian descent)
- Hispanic (includes persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture)
- American Indian/Alaskan Native
- Asian and Asian American (includes Pakistanis, Indians and Pacific Islanders)

Check if any of the following are applicable:

- Disabled
- Veteran