

***APPLICATION  
FOR  
EMPLOYMENT***

TOWN OF RURAL RETREAT  
PO BOX 130  
RURAL RETREAT, VIRGINIA 24368  
Attention: Human Resource Department

**PERSONAL**

<hr/> Last Name	<hr/> First	<hr/> Middle	<hr/> Referred By
<hr/> Street Address			<hr/> Application Date
<hr/> City, State, ZIP			<hr/> (    ) - Home Phone
<hr/> Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Month and Year _____			<hr/> (    ) - Business Phone
<hr/> Position Desired			<hr/> - - Social Security No. (Optional)
<hr/> Are you over 18? <input type="checkbox"/> Yes <input type="checkbox"/> No			<hr/> Pay Expected
<hr/> Other special training or skill such as typing speed, shorthand speed, computer/software experience, certificate to practice a trade or profession			
<hr/> How did you learn of our organization or job opening?			<hr/> When will you be available to begin work?
<hr/> Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No			<hr/> If required, do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No What State _____

**EDUCATION**

<u>Level/Degree</u>	<u>Name and Location of School</u>	<u>Course of Study/ Years Completed</u>
<hr/> Post Graduate	<hr/>	<hr/>
<hr/> College	<hr/>	<hr/>
<hr/> High	<hr/>	<hr/>
<hr/> Elementary	<hr/>	<hr/>
<hr/> Other	<hr/>	<hr/>

## EMPLOYMENT

<hr/> Company Name	<hr/> ( ) - Telephone
<hr/> Address	<hr/> From                      To Employed (month and year)
<hr/> Name of Supervisor	<hr/> Start                      Finish Weekly Pay
<hr/> State job title and describe your work	<hr/> Reason for Leaving

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**MISCELLANEOUS**

A. Are you willing to accept employment, which requires you to travel?

- Yes, during the day only.
- Yes, occasionally overnight only.
- Yes, both during the day and occasionally overnight.
- No, I will not travel.

B. Are you willing to work: \_\_\_\_\_ during the day only, \_\_\_\_\_ any shift other than day, \_\_\_\_\_ any shift  
Are you willing to provide transportation if necessary for your employment? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Will you accept employment which is: \_\_\_\_\_ permanent \_\_\_\_\_ temporary \_\_\_\_\_ temporary or permanent  
Will you accept employment which is: \_\_\_\_\_ full time \_\_\_\_\_ part time \_\_\_\_\_ full time or part time

C. For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of Illegal Immigrants," are you eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(You are legally eligible for employment if you are a United States citizen or if you have an appropriate permit to work in the United States issued by the U.S. Department of Justice or U.S. Department of Labor)

D. Have you ever been convicted of a law violation, including moving traffic violations but excluding offences committed before your eighteenth birthday, which were finally adjudicated in a juvenile court or under a youth offender law? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
(A conviction itself does not constitute an automatic bar to employment and will be considered as it relates to fitness to perform the job in question.)

E. The Age Discrimination Employment Act of 1967 as amended prohibits discrimination on the basis of age with respect to individuals who are over 40 and restricts mandatory retirement requirements, except where age is a "bona fide occupational qualification."

F. Title I of the Americans With Disabilities Act of 1990 prohibits discrimination on the basis of an individual's disabilities and requires employers to reasonably accommodate the disabilities of qualified applicants and employees, unless an undue hardship results.

G. May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

H. Town Council Members and Town Employees may not be used as references.

I. **CERTIFICATION**

I understand that the Town of Rural Retreat follows an employment-at-will policy, in that I, or the employer, may terminate my employment any time, or for any reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States, I must show the employer documents that will prove this if I am offered the job, and I must pass a pre-employment drug screening.

I understand that the Town of Rural Retreat will thoroughly investigate my work, personal, criminal and motor vehicle record history and verify all data given on the application, on related papers, and in interviews. I authorize all individuals, schools, and firms named within to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

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

\_\_\_\_\_  
Date