



627 Westwood Boulevard, NW, Roanoke, VA 24017
 (540) 342-4716**FAX (540) 344-0876

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone ()
	City, State, Zip			Business Telephone ()
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____			Social Security Number
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
	Other special training or skills (languages, machine operation, etc.)			

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership in Professional or Civic Organizations <i>(Exclude those which may disclose your race, color, religion, or national origin)</i>

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer		Dates Employed From / To		Work Performed
Address				
Telephone Number(s)		<u>Hourly Rate/ Salary</u> Starting / Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From / To		Work Performed
Address				
Telephone Number(s)		<u>Hourly Rate/ Salary</u> Starting / Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From / To		Work Performed
Address				
Telephone Number(s)		<u>Hourly Rate/ Salary</u> Starting / Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From / To		Work Performed
Address				
Telephone Number(s)		<u>Hourly Rate/ Salary</u> Starting / Final		
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

DO NOT ANSWER ANY QUESTION IN THIS SECTION UNLESS THE BOX IS CHECKED

If the employer has checked the box next to the question, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination based on age and citizenship. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

Are you a U.S. Citizen? Yes No

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? Yes No If "Yes", describe in full.

State names of relatives and friends working for us other than your spouse.

Do you have any physical condition which might limit your ability to perform the job for which you are applying? Yes No
If "Yes", describe this condition and how you can perform the job in spite of it.

References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

- 1. _____

- 2. _____

- 3. _____

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E** The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

_____ Date

_____ Signature