

APPLICATION FOR EMPLOYMENT



6580 Valley Center Drive, Suite 124
Radford, Virginia 24141

The New River Valley Regional Commission is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time Part Time

Date Available _____ Phone Number _____

Social Security Number _____ Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No

(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Years Completed (*pick one*)

Diploma: Yes No **G.E.D.:** Yes No

School(s) _____ City/State _____

Year Complete _____

College and/or Vocational School: Number of Years Completed (*pick one*)

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Year Complete _____

College and/or Vocational School: Number of Years Completed (*pick one*)

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Year Complete _____

Other Applicable Training or Skills:

PROFESSIONAL LICENSE, CERTIFICATIONS AND MEMBERSHIP ASSOCIATIONS:

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

APPLICABLE SKILLS & SOFTWARE:

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense?

Yes No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

If any employment was under a different name, indicate name _____

Employer _____ **Address** _____

Telephone _____ Position _____ Supervisory Role Yes No

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr)

Salary _____ Supervisor _____ Department _____

FT PT No. of Hrs. _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____ Supervisory Role Yes No

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr)

Salary _____ Supervisor _____ Department _____

FT PT No. of Hrs. _____

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FT PT No. of Hrs. _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes No

If yes, explain: _____

REFERENCES:

Professional

Personal

Name _____

Name _____

Phone _____

Phone _____

Email _____

Email _____

Relationship _____

Relationship _____

Name _____

Name _____

Phone _____

Phone _____

Email _____

Email _____

Relationship _____

Relationship _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the New River Valley Regional Commission to verify their accuracy and to obtain reference information on my work performance. I hereby release the New River Valley Regional Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing an employment decision on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the New River Valley Regional Commission. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the New River Valley Regional Commission may terminate my employment at any time with or without notice or cause.

Name of Applicant _____

Date: _____