

The “New River” City

City of Radford, Virginia

Application for Employment

Policy on Non-Discrimination

It is the policy of the City of Radford to provide for equal employment opportunities for all its employees and applicants. Employment will be based solely on individual qualification related to the specific job without regard to race, color, sex, age, religion, national origin, handicapped status, political affiliation or other non-merit factors.

- 1. **Position Applied For** _____
- 2. **Full Legal Name** _____
- 3. **Social Security Number** _____ Last First Middle
- 4. **Home Phone** _____
- 5. **Address** _____
- 6. **Business Phone** _____

7. EDUCATION

- a. **Circle highest grade completed** 1 2 3 4 5 6 7 8 9 10 11 12
- b. **Name and location of last primary or secondary school attended**

- c. **If you did not complete high school, do you have a high school equivalency diploma?** _____ Yes _____ No
- d. **Circle number of years of post high school education** 1 2 3 4 5 6 7

Name and Location of Institution	Hrs.	Degree	Major or Specialty	Minor	Year

e. **If you expect to complete your educational program in the near future, please indicate what type of degree and when you expect to receive it.**

8. EXPERIENCE

Please describe all applicable paid and voluntary experience starting with the most recent. You may list significantly different jobs within the same organization as separate items. If you need additional space, please use a supplementary experience form.

May we contact your present employer? _____ Yes _____ No

a. Job Title _____ Duties _____
Employer _____
Address _____
Phone _____
Type of Business _____
Immediate Supervisor _____ Title _____
Number and Type of Employees supervised _____
Equipment Used _____
Salary (start) _____ (finish) _____ Reason for leaving _____
Dates from _____ to _____
Name if different from present _____

b. Job Title _____ Duties _____
Employer _____
Address _____
Phone _____
Type of Business _____
Immediate Supervisor _____ Title _____
Number and Type of Employees supervised _____
Equipment Used _____
Salary (start) _____ (finish) _____ Reason for leaving _____
Dates from _____ to _____
Name if different from present _____

c. Job Title _____ Duties _____
Employer _____
Address _____
Phone _____
Type of Business _____
Immediate Supervisor _____ Title _____
Number and Type of Employees supervised _____
Equipment Used _____
Salary (start) _____ (finish) _____ Reason for leaving _____
Dates from _____ to _____
Name if different from present _____

d. Job Title _____ Duties _____
 Employer _____
 Address _____
 Phone _____
 Type of Business _____
 Immediate Supervisor _____ Title _____
 Number and Type of Employees supervised _____
 Equipment Used _____
 Salary (start) _____ (finish) _____ Reason for leaving _____
 Dates from _____ to _____
 Name if different from present _____

9. Use this space for any additional information you think would help us evaluate your application, including training seminars, workshops or special achievements.

10. License (other than driver's), certificate or other authorization to practice trade or profession:

<u>TYPE</u>	<u>LICENSE NUMBER</u>	<u>EXPIRATION DATE</u>	<u>Granted by (Licensing Board)</u>

11. Please list what type of computer literacy skills and/or experience you have had, if any.

12. REFERENCES:

List names and addresses of three persons not related to you who know your qualifications.

Name _____ Address _____ Phone _____
 Name _____ Address _____ Phone _____
 Name _____ Address _____ Phone _____

13. MISCELLANEOUS

- a. Are you willing to work: ___ during the day only
___ any shift other than day
___ any shift

- b. For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of Illegal Immigrants," are you legally 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 U.S. Department of Justice or U.S. Department of Labor.*)

- c. Have you ever been convicted of a law violation, including moving traffic violations but excluding offenses 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 _____.

14. When will you be available to start work? _____Month _____Day _____ Year

15. How did you find out about this employment opportunity? _____

16. By your signature on this application do you grant permission for the City to conduct criminal background and driving record investigations? _____Yes _____ No

RESUME:

If you have a resume you wish to present in addition to this application, please attach it.

CERTIFICATION

I hereby certify that all entries on this application for employment and attachments are true. I understand that all information on this application is subject to verification and I consent to references and former employers being contacted regarding this application.

DATE: _____

APPLICANT SIGNATURE: _____