



How did you hear about us? List specific source: _____

POSITION APPLIED FOR: _____

DATE APPLICATION SUBMITTED: _____

APPLICATION FOR EMPLOYMENT

NAME: _____
Last First M. I.

STREET ADDRESS: _____

EMAIL: _____

DAYTIME PH: _____

EMPLOYMENT RELATED DATA:

1. Are you over the age of 18 years? (If no, you may be required to provide authorization to work): Yes No
2. Are you legally eligible for employment in the U.S.? (Verification may be required upon employment): Yes No
3. Have you worked for the Authority in the past? Yes No If so, when and in what position?

4. Do you have any relatives currently employed by the Authority? If so, please list employee name and position/department: _____
5. Have you been convicted of a felony within the last 7 years? Yes No (Please exclude convictions that have been sealed, expunged, or legally eradicated. A conviction is not an automatic bar to employment and each case will be considered on its own merits). If yes, please state the nature of the offense(s), the date and court where convicted, and the case disposition: _____

6. Do you have a valid driver's license? Yes No If yes, give State _____ and Lic # _____

**If the position for which you are applying requires operation of a motor vehicle, the ACSA will obtain your driving records from the Virginia Department of Motor Vehicles; if your license is from another State you will be required to provide same. Your signature below authorizes the ACSA to obtain this information in consideration of employment.

Note: *Albemarle County Service Authority is an Equal Opportunity Employer. It is the policy of this organization to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, sexual orientation, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, any and other characteristic protected by Federal, State or Local law.*

CERTIFICATION AND AGREEMENT - PLEASE READ CAREFULLY

If hired, I agree to abide by all Authority rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the Authority or me; I further understand that no representation, whether oral or written by any representative or agent of the Authority, at any time, can constitute a contract of employment. Further, my signature below certifies that the facts set forth in this employment application are true and complete to the best of my knowledge. As a part of this application, I have signed the adjoining disclosure and authorization for the Authority and its representative, HireRight and/or Applicant Insight, to obtain information regarding my background. I understand that unsigned applications will not be considered and, if I am employed, falsified statements on this application, failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can be considered sufficient cause for dismissal.

Signature

Date

EDUCATIONAL BACKGROUND:

	<u>Name/City/State</u>	<u>Number of Years Attended</u>	<u>Did You Graduate?</u>	<u>Degree/Major</u>
High School	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
College	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Post-graduate	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Business or Trade	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Certifications				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? Yes No If yes, please describe in full:

REFERENCES:

List three people, not related to you, who know you well and have agreed to provide references:

	<u>Name</u>	<u>Phone Number</u>	<u>Email</u>	<u>Occupation</u>	<u>Describe how this person knows you</u>
1. Professional Reference (required)	_____	_____	_____	_____	_____
2. Professional Reference (required)	_____	_____	_____	_____	_____
3. Personal Reference (required)	_____	_____	_____	_____	_____

If you believe that we need additional information in order to evaluate your application for employment, please use the space below:

WORK HISTORY:

List work history, beginning with the most current employment:

1. Dates of employment: _____ to _____ Position Held: _____

Name and Address of Employer:

Name and Title of Immediate Supervisor:

Phone Number: _____

Principal Duties: _____

Ending Salary: _____

Reason for leaving _____

2. Dates of employment: _____ to _____ Position Held: _____

Name and Address of Employer:

Name and Title of Immediate Supervisor:

Phone Number: _____

Principal Duties: _____

Ending Salary: _____

Reason for leaving _____

3. Dates of employment: _____ to _____ Position Held: _____

Name and Address of Employer:

Name and Title of Immediate Supervisor:

Phone Number: _____

Principal Duties: _____

Ending Salary: _____

Reason for leaving _____

Please indicate any employers listed above that you do NOT wish to be contacted:

***** DO NOT WRITE ON THIS PAGE *****
For Interviewer's Use Only

Interviewed: Yes No Date of Interview: _____ Hired: Yes No

Interviewer(s): _____

If Hired:

Position: _____ Starting Salary \$ _____ per _____

Starting Date: _____

Interview Comments: _____

