

***APPLICATION
FOR
EMPLOYMENT***

TOWN OF RURAL RETREAT
PO BOX 130
RURAL RETREAT, VIRGINIA 24368
Attention: Town Manager

PERSONAL

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

EDUCATION

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

EMPLOYMENT

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

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

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