



## APPLICATION FOR EMPLOYMENT

We consider Applicants for all positions without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Veteran Status or any other legally protected status.

Position(s) Applied for \_\_\_\_\_ Date \_\_\_\_\_

Please circle the location where you are applying to work:

ASHBURN

SOUTH RIDING

### APPLICANT INFORMATION

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_

Phone (C) \_\_\_\_\_

Email \_\_\_\_\_

Social Security No \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_

If under 18 years of age, can you furnish a work permit? \_\_\_\_\_

Are you legally eligible for Employment in the U.S.? \_\_\_\_\_

Are you willing to work in a smoke-free environment? \_\_\_\_\_

Have you been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, state the nature of the offense and disposition of the case. Include date and places. (Note: the existence of a criminal record does not constitute an automatic bar to employment.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a Veteran? \_\_\_\_\_

If Yes, give Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_

### EMPLOYMENT INFORMATION

Are you seeking Full Time, Part Time, or Temporary Employment? \_\_\_\_\_

What hours & shifts would you prefer to work? \_\_\_\_\_

Are you willing to work Overtime? \_\_\_\_\_ Nights? \_\_\_\_\_ Weekends? \_\_\_\_\_

Are you currently Employed? \_\_\_\_\_ If hired, when would you be able to start? \_\_\_\_\_

List any friends or family employed by this Company: \_\_\_\_\_

**EDUCATION**

(Circle Highest Level Achieved)

Secondary: 9 10 11 12 GED

College: 1 2 3 4 5 6 7 8

Name of High School \_\_\_\_\_

Location \_\_\_\_\_

College \_\_\_\_\_

Location \_\_\_\_\_

Degree & Major \_\_\_\_\_

Minor \_\_\_\_\_

If in High School, are you enrolled in a recognized Co-Op Program? \_\_\_\_\_

Name of Program & School \_\_\_\_\_

**WORK HISTORY**

(Please begin with most recent)

Company \_\_\_\_\_

Phone No \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Describe Specific Duties: \_\_\_\_\_

Specific Reason for Leaving: \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Salary Beginning/Ending \_\_\_\_\_

Company \_\_\_\_\_

Phone No \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Describe Specific Duties: \_\_\_\_\_

Specific Reason for Leaving: \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Salary Beginning/Ending \_\_\_\_\_

May we contact the Employers listed above? \_\_\_\_\_

If not, list the Employers you do not want us to contact & why: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_