APPLICATION FOR EMPLOYMENT
TOWN OF PEARSBURG
Administrative Office
Municipal Building
112 Tazewell Street
Pearsburg, Virginia 24134

INSTRUCTIONS: Please fill out all sections of this application. Incomplete applications will not be considered. Your application will be used as part of the certification process and, therefore, should represent your best effort.

The Town of Pearsburg provides an equal employment opportunity to all Town employees and applicants for employment on the basis of individual merit and qualifications and without regard to race, age, color, religion, sex, national origin, political affiliation, or disability.

POSITION APPLIED FOR ______________________________________ Date of Application ______________________

(Give exact title)

Name __________________________________________

Last First Middle Name

Address __________________________________________

Street City State Zip Code

Phone H( ) W( )

Check age category: Under 21  21 or Over

Are you legally eligible to work in the U.S.? Yes ______ No ______

NOTE: Upon hire applicants will be required to present documents proving identity and eligibility to work in the United States as required by the Immigration Reform and Control Act of 1986.

On what date would you be available for work: __________________ Rate of pay expected $ ______________

Have you ever worked for the Town of Pearsburg? Yes_____ No_____

Which department? ______________________ When? ________________

Do you have a valid driver's license? Yes_____ No_______ Commercial Driver's License? Yes_____ No_____

EDUCATION: Circle the highest grade you completed. 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of the last high school you attended ____________________________

Did you graduate? Yes______ No_______ If not, have you passed a G.E.D. test? Yes______ No_______

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<th>School Name and Location</th>
<th>From</th>
<th>To</th>
<th>Date Graduated</th>
<th>Degree/Certificate</th>
<th>Major Area of Study</th>
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<td>Other Education</td>
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**Special Qualifications and Skills:** (keyboarding, computer skills, professional licenses and certificates, kinds of office or construction equipment you can operate, publications, scholastic honors, etc.)

Are you able to fully perform the essential functions of the job for which you are applying? _____ yes _____ no

If no, please explain.

**NOTE** A disability will not bar a qualified applicant from employment if the applicant is able to perform the essential functions of the job with or without reasonable accommodation.

Have you ever been convicted of any offense against the law? Include convictions by general court martial while in the military service. _____yes _____ no  If yes give date, place, charge, court and fine or sentence.

**NOTE:** A conviction does not automatically mean that you cannot be employed. The nature and date of the conviction are important. Give all of the facts so that a decision can be made.

**EXPERIENCE:** Start with your present job and work back. Include military service, part-time and temporary employment, and relevant volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present ________________________________ Dates ________________________________

Employer ________________________________ From ______________________ to ________________

Address ________________________________ Phone ________________________________

Job Title ________________________________ Average House per week ______________________

Supervisor’s Name/Title ________________________________

Starting Salary ________________________________ Present Salary ________________________________

Reason for leaving _______________________________________________________

Describe your work _______________________________________________________

☐ Check here and explain if you do NOT want this employer contacted for a reference. _______________________________________________________

Account for time between jobs (if any) _____________________________________________
Employer __________________________ Date: From ____________ To ____________

Address __________________________ Phone Avg. Hrs. ____________

Job Title ___________________________ Number ____________ per Week

Supervisor's Name and Title ___________ Salary: Starting ____________ Present ____________

Reason for Leaving ____________

Describe your Work ____________

☐ Check here and explain if you do NOT want this employer contacted for a reference.

Account for Time Between Jobs (if any) ____________

Employer __________________________ Date: From ____________ To ____________

Address __________________________ Phone Avg. Hrs. ____________

Job Title ___________________________ Number ____________ per Week

Supervisor's Name and Title ___________ Salary: Starting ____________ Present ____________

Reason for Leaving ____________

Describe your Work ____________

☐ Check here and explain if you do NOT want this employer contacted for a reference.

Account for Time Between Jobs (if any) ____________

PERSONAL REFERENCES (Do not include relatives or former employers.)

Name and Occupation Address Phone

1 ____________

2 ____________

3 ____________
USE THIS SPACE FOR ADDITIONAL OR EXPLANATORY INFORMATION

How did you learn about the job for which you are applying?

☐ Roanoke Times and World News
☐ The News Messenger
☐ Other Newspaper: (Name) _________________________
☐ Friend
☐ Job Line

☐ Current Town Employee
☐ Other: (Describe) ______________________________

May we conduct a background check of your qualifications, character, record of employment, and, if applicable, your driving record?

Yes ______ No ______ If No, please explain __________________________________________________________

ATTENTION: This statement must be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun work.

______________________________  ________________________________
Signature                        Date