

BUCHANAN COUNTY PSA – APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

276-935-5827

Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____ Applicant ID # _____
Last FirstMiddle

Address _____

Telephone# (____) _____ Cellular/Other Phone# (____) _____ E-mail Address _____

Position(s) applied for _____ Date of Application _____

Referral Source (Please check the appropriate category and list the source)

- | | |
|--|---|
| <input type="checkbox"/> Walk -In _____ | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Employee _____ | <input type="checkbox"/> Job Fair _____ |
| <input type="checkbox"/> Advertisement _____ | <input type="checkbox"/> Staffing Agency _____ |
| <input type="checkbox"/> Company's Website _____ | <input type="checkbox"/> Government Emp. Agency _____ |
| <input type="checkbox"/> Other/ Internet _____ | <input type="checkbox"/> Other _____ |

If necessary, best time to call you is ... _____ : _____ AM/PM
___ Home ___ Cellular / Other _____

May we contact you at work? ___ Yes ___ No
If yes, work number and best time to call:
(____) _____ : _____ AM/PM

If you are under 18 and it is required, can you furnish a
Work permit? ___ Yes ___ No
If no, please explain: _____

Have you submitted an application here before?.....
___ Yes ___ No
If yes, give date(s) and position(s): _____

Have you ever been employed here before?
___ Yes ___ No
If yes, give date(s) and position(s): _____

Is this application a request for reemployment following
an extended military leave of absence from this
company?..... ___ Yes ___ No
If yes, additional information may be requested.

Are you legally eligible for employment in this country?
..... ___ Yes ___ No

Date available for work..... ____/____/____

What is your desired salary range or hourly rate of pay?
\$ _____ Per _____
Type of Employment Desired: ___ Full-Time ___ Part-Time
___ Educational ___ Co-Op ___ Seasonal ___ Temporary

Will you relocate if job requires it? ___ Yes ___ No
If they have been explained to you, are you able to
meet the attendance requirements of the position?
___ N/A ___ Yes ___ No

Will you travel if job requires it?..... ___ Yes ___ No
If no, please explain: _____

Are you able to perform the "essential functions" of the
job for which you are applying (with or without
reasonable accommodation)? ___ Yes ___ No
___ Need more information

Driver's License number: _____
State: _____

Have you ever been bonded?..... Yes No

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime?..... Yes No

If yes, please provide date(s) and details: _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain: _____

Social Security Number

SS# _____

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Employment History

Starting with your most recent employer, provide the following information.

Employer _____ (____) _____	Dates Employed: ____/____--____/____
Telephone# _____	Compensation (Starting) Hourly ____ Salary ____
Street Address _____ City _____ State _____	
\$ _____ Per _____	Compensation (Final) Hourly ____ Salary ____
Starting job title/ Final job title _____	\$ _____ Per _____
Immediate supervisor and title (for most recent position held) _____	
Why did you leave? _____	
Summarize the type of work performed and job responsibilities. _____	
What did you like most about your position? _____	
What were the things you liked least about the position? _____	

Employer _____ (____) _____	Dates Employed: ____/____--____/____
Telephone# _____	Compensation (Starting) Hourly ____ Salary ____
Street Address _____ City _____ State _____	
\$ _____ Per _____	Compensation (Final) Hourly ____ Salary ____
Starting job title/ Final job title _____	\$ _____ Per _____
Immediate supervisor and title (for most recent position held) _____	
Why did you leave? _____	
Summarize the type of work performed and job responsibilities. _____	
What did you like most about your position? _____	
What were the things you liked least about the position? _____	

Employment History (continued)

_____ Employer	_____ Telephone#	Dates Employed: ___/___--___/___
Street Address	City	State
Starting job title/ Final job title		Compensation (Starting) Hourly ___ Salary ___ \$ _____ Per _____
Immediate supervisor and title (for most recent position held)		Compensation (Final) Hourly ___ Salary ___ \$ _____ Per _____
Why did you leave?		
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were the things you liked least about the position?		

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Street Address	City	State
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Immediate supervisor and title (for most recent position held)		Compensation (Final) Hourly ___ Salary ___ \$ _____ Per _____
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Street Address	City	State
Starting job title/ Final job title		Compensation (Starting) Hourly ___ Salary ___ \$ _____ Per _____
Immediate supervisor and title (for most recent position held)		Compensation (Final) Hourly ___ Salary ___ \$ _____ Per _____
Why did you leave?		
Summarize the type of work performed and job responsibilities.		
What did you like most about your position?		
What were the things you liked least about the position?		

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? __Yes __No

If yes, please explain: _____

Skills and Qualifications

Summarize any special training skills, licenses and/or certificates that may assist you in performing the position which you are applying: _____

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

__ Word Processing _____ Years _____ __ Internet _____ Years _____
 __ Spreadsheet _____ Years _____ __ Other _____ Years _____
 __ Presentation _____ Years _____ __ Other _____ Years _____
 __ E-Mail _____ Years _____ __ Other _____ Years _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		__ Diploma __ GED Degree _____ Certification _____ Other _____		
		__ Diploma __ GED Degree _____ Certification _____ Other _____		
		__ Diploma __ GED Degree _____ Certification _____ Other _____		
		__ Diploma __ GED Degree _____ Certification _____ Other _____		

References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to you	Telephone #	E-mail	# of years known

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard, or any other similarly protected status.

In your Current or previous job, have you ever written instructions or directions to be followed by employees or customers? Yes No Not Applicable

If yes, please explain: _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color religion, national origin, contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, and fully understand and accept all terms of the forgoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____