

# Northern Virginia Daily Application for Employment

(2002)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

**(Please print)**

Name \_\_\_\_\_  
(first) middle initial last nickname

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home Telephone \_\_\_\_\_

Cell phone/pager \_\_\_\_\_ E-mail address \_\_\_\_\_

Position Desired \_\_\_\_\_ Salary desired \_\_\_\_\_

What other positions would you like to be considered for? \_\_\_\_\_

Home address \_\_\_\_\_

No. \_\_\_\_\_ street \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

**(Circle correct response )**

Are you 18 years of age or older? Yes No If a minor, give age \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? Yes No

Can you, after employment, submit a birth certificate or other proof of U.S. citizenship? Yes No

If not a U.S. citizen, can you, after employment, submit verification of your legal right to work permanently in the U.S.? Yes No

Do you have any relatives who are employed by this company? Yes No Please specify: \_\_\_\_\_

Have you been employed here before? Yes No When \_\_\_\_\_ Position \_\_\_\_\_

How did you learn of this job opening? Walk in Employee Advertisement Other

Type of employment desired Full time Part time Temporary Educational co-op

Can you work overtime? Yes No

Are you currently employed? Yes No May we contact your current employer? Yes No

If you are hired, when can you start work? \_\_\_\_\_

Is there any information we would need about your name or use of another name for us to be able to check your work record? Yes No

Please specify: \_\_\_\_\_

**For jobs requiring driving only**

Do you have a valid drivers license in this state? Yes No If yes, list license number \_\_\_\_\_

## Education and training

High school... city, state graduated: yes no

College or university city, state major degree

College or university city, state major degree

Indicate any additional or supplemental education, including extension courses, seminars, and/or professional designations.

## Skills and qualifications

**Skills -- If it applies to the position for which you are applying, indicate below:**

Typing yes no wpm \_\_\_\_\_ Computer terminal make \_\_\_\_\_

List of office machines you operate \_\_\_\_\_

Word processor software \_\_\_\_\_

Other computer programs \_\_\_\_\_

List any other skills or special qualifications that may assist you in the performance of the job for which you have applied:

\_\_\_\_\_

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

\_\_\_\_\_

Did you serve in the U.S. Armed Forces? Yes No If yes, what branch? \_\_\_\_\_

Military Training/ experience received \_\_\_\_\_

\_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.

\_\_\_\_\_

**Employment history**

**List below present and past employment, beginning with your most recent**

1. Company name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

State job title and describe your work \_\_\_\_\_

Dates of employment (state month and year) from \_\_\_\_\_ to \_\_\_\_\_

Weekly pay: start \_\_\_\_\_ last \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Company name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

State job title and describe your work \_\_\_\_\_

Dates of employment (state month and year) from \_\_\_\_\_ to \_\_\_\_\_

Weekly pay: start \_\_\_\_\_ last \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Company name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

State job title and describe your work \_\_\_\_\_

Dates of employment (state month and year) from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Condensed earlier employment record**

Company	Address	Job title	From	To
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4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do not contact employer number (s) \_\_\_\_\_ Reason \_\_\_\_\_

**References** (Do not include relatives or personal friends Prefer work references including at least one supervisor.)

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Address \_\_\_\_\_

Have you ever been convicted of any crimes in the past 10 years which have not been annulled, expunged, or sealed by a court? Yes No

If “yes”, describe in full

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

Note to applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. Yes No

**Applicant’s Statement**

I understand that the employer follows an “employment at will” policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that the employer may thoroughly investigate my work and personal history and verify all data given on this application, on related papers and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, 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.

This application when completed and signed becomes the property of this organization.

Credit Report Request: I understand that if a report of my credit is ordered, I am entitled to a copy at no cost to me. If a credit report is ordered, I do \_\_\_\_\_ do not \_\_\_\_\_ wish to receive a copy.

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

