

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
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: _____

PLEASE RETURN THIS FORM TO HR MANAGER, NORTHERN VIRGINIA DAILY, 152 N. HOLLIDAY ST., STRASBURG, VA 22657, FAX TO (540) 465-6169 OR EMAIL TO HUMANRESOURCES@NVDAILY.COM

The federal government requires that an employer maintain records on the race, sex, and ethnic group of its applicants (See Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. 60-3, 1st seq. 1978). In order to comply with these requirements, the Northern Virginia Daily requests that you supply the information sought below.
 The information is for record keeping purposes only, and will not in any way affect any employment decisions. This questionnaire will be kept separately from your application and will be kept confidential.
 Refusal to provide this information will not subject you to adverse treatment.

PLEASE PRINT

Position(s) applied for _____ Date _____

Referral Source

WALK-IN GOVERNMENT EMPLOYMENT AGENCY PRIVATE EMPLOYMENT AGENCY
 EMPLOYEE RELATIVE SCHOOL
 ADVERTISEMENT SOURCE _____ OTHER

Name of person who referred you (if applicable) _____

APPLICATION INFORMATION

Name _____ Telephone # (_____) _____

Address _____

City/State/Zip _____

Check One: Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

AMERICAN INDIAN/ALASKAN NATIVE NATIVE HAWAIIAN/PACIFIC ISLANDER
 HISPANIC OR LATINO (WHITE RACE ONLY) WHITE (NOT OF HISPANIC ORIGIN)
 HISPANIC OR LATINO (ALL OTHER RACES) ASIAN
 BLACK/AFRICAN AMERICAN (NOT OF HISPANIC ORIGIN) RACE MISSING OR UNKNOWN

FOR ADMINISTRATIVE USE ONLY (APPLICANT SHOULD NOT WRITE BELOW THIS LINE)

Position(s) applied for: Available Not Available

Other positions considered for _____

Hired: Yes No Position hired for: _____ Date of hire _____

From the EEO Job Classifications listed below, check which one best describes the position filled or applied for:

OFFICIALS AND MANAGERS SALES WORKER OPERATIVES (SEMI-SKILLED)
 PROFESSIONALS OFFICE & CLERICAL WORKER LABORERS (UNSKILLED)
 TECHNICIANS CRAFT WORKERS (SKILLED) SERVICE WORKERS

Completed by _____

Date _____