

**APPLICATION FOR EMPLOYMENT  
TOWN OF PEARISBURG**

Administrative Office  
Municipal Building  
112 Tazewell Street  
Pearisburg, Virginia 24134

The Town of Pearisburg 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.

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.

POSITION APPLIED FOR \_\_\_\_\_ Date of Application \_\_\_\_\_  
(Give exact title)

Name \_\_\_\_\_  
Last First Middle Name

Address \_\_\_\_\_  
Street City State Zip Code

Phone H( ) W( ) Social Security Number \_\_\_\_\_

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 Pearisburg? 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 \_\_\_\_\_

	School Name and Location	From	To	Date Graduated	Degree/Certificate	Major Area of Study
College or University						
Other Education						

Special Qualifications and Skills: (keyboarding, computer skills, professional licenses and certificates, kinds of office or construction equipment you can operate, publications, scholastic honors, etc.)

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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.

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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.

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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 Hours 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. \_\_\_\_\_

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Account for time between jobs (if any) \_\_\_\_\_

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Employer \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Avg. Hrs. per Week \_\_\_\_\_  
 Job Title \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Present \_\_\_\_\_  
 Supervisor's Name and Title \_\_\_\_\_ 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 \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_ Avg. Hrs. per Week \_\_\_\_\_  
 Job Title \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Present \_\_\_\_\_  
 Supervisor's Name and Title \_\_\_\_\_ 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		

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USE THIS SPACE FOR ADDITIONAL OR EXPLANATORY INFORMATION

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

Roanoke Times and World News

Current Town Employee

The News Messenger

Other: (Describe)

Other Newspaper: (Name) \_\_\_\_\_

\_\_\_\_\_

Friend

\_\_\_\_\_

Job Line

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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. \_\_\_\_\_

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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.

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Signature

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Date

APPLICANT DATA FORM. The information requested on the front and back of this form is needed to measure the effectiveness of the Town's Equal Employment Opportunity policy and to meet the reporting requirements of related laws. **The information will be used for statistical purposes only.** This form will **not** remain with your application for employment.

JOB APPLIED FOR \_\_\_\_\_

DATE OF APPLICATION

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SOCIAL SECURITY NO.

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LAST NAME

FIRST NAME

MIDDLE INITIAL

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STREET NUMBER AND STREET NAME

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APARTMENT NO.

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CITY/TOWN

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STATE

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ZIP CODE

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HOME PHONE NO.

/	-
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BIRTH DATE

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SEX -

MALE

FEMALE

ETHNIC ORIGIN. Please check the *one* box which best describes your ethnic origin.

- White (not of Hispanic origin)
- Black (not of Hispanic origin)
- Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander