

Phone: 757.539-6363
FAX: 757.934.7600



3508 Robs Dr.
Suite C
Suffolk, Virginia 23434

Employment Application

Your Name: _____

Address: _____ Last _____ First _____ Middle _____

Are you legally eligible for employment in the U.S.A?
 Yes No (If yes, verification will be required)

Are you seeking a permanent position? Yes No

Telephone #: _____ I will provide a valid drivers license. Yes No

Social Security #: _____ I will provide a recent drug test. Yes No
Height: _____

Date of Birth: _____ Weight: _____

I will be able to work _____ days after being notified that I am hired.

Education	Years Completed	Field of Study	Graduate or Degree
High School:			
College/University:			
Business/Technical:			
Other (may include grammar school):			

Military Service: Yes No

Duty/Specialized Training: _____

References: List two personal references who are not relatives or former supervisors.

Name Address Telephone Occupation Years Known

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Employment: List last employment first. Include summer or temporary jobs. Be sure all of your experience or employers related to this job are listed here, in the summer (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties	Dates Employed	
		From	To
	Supervisors Name:	Reason for leaving:	
	Telephone:		

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		From	To
Supervisors Name:		Reason for leaving:	
Telephone:			

Summarize other employment related to this job:

Types of computer, electronic, or mechanical equipment that you are qualified to operate or repair:

Typing speed ____ per minute.

Professional licenses, Certifications, or Registrations: _____

Additional skills that you wish to bring to the employer's attention _____

In case of an accident or illness contact: Name _____ Phone _____
 Address _____ Relationship _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature _____ Date _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: