

WESTMINSTER-CANTERBURY OF THE BLUE RIDGE

Application for Employment

Westminster-Canterbury of the Blue Ridge (“WCBR”) is an Equal Opportunity Employer and does not discriminate against any employee or applicant because of race, religion, color, sex, national origin, political affiliation, age, veteran status or handicap unrelated in nature and extent to the ability to perform job duties. WCBR has a policy to provide qualified applicants and employees with necessary reasonable accommodations as required by Federal law. This policy of nondiscrimination extends to all terms, conditions and privileges of employment and to all personnel actions.

Date _____
First Name _____ Middle Name _____ Last Name _____
Social Security Number _____
Street Address _____
City _____ State _____ Zip _____
Home Phone _____ Business Phone _____
Date Available _____
Position(s) applying for _____
Salary Requirements _____
Type of employment desired: Full-time Part-time Temporary “PRN” (on-call)
Days and hours available _____
Who referred you to us? _____
Relatives working for us _____

EDUCATION

Select highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12

Year completed _____

Name and location of last primary/secondary school attended _____

If you did not complete high school, do you have a high school equivalency diploma? Yes No

Related technical/vocational training or classes you have completed _____

Circle number of years of post high school education 1 2 3 4 5 6 7

Name/Location of Institution _____

Hours _____

Degree _____

Major/Specialty _____ Minor _____

Dates Attended _____

Name/Location of Institution _____

Hours _____

Degree _____
Major/Specialty _____ Minor _____
Dates Attended _____
Name/Location of Institution _____
Hours _____
Degree _____
Major/Specialty _____ Minor _____
Dates Attended _____

If you expect to complete an educational program in the near future, please indicate what type of degree and when you expect to receive it _____

LICENSING

Type of license _____
Virginia State License Number _____
Is your registration current? Yes No

WORK HISTORY: list most recent position first

Employer _____ Location _____
Job title _____
Supervisor (name and position) _____
Duties performed _____

Employment dates: From _____ To _____
Rate of Pay \$ _____ per _____
Reason for leaving _____
Employer's Telephone _____ May we contact? Yes No

Employer _____ Location _____
Job title _____
Supervisor (name and position) _____
Duties performed _____

Employment dates: From _____ To _____
Rate of Pay \$ _____ per _____
Reason for leaving _____
Employer's Telephone _____ May we contact? Yes No

Employer _____ Location _____
Job title _____
Supervisor (name and position) _____
Duties performed _____

Employment dates: From _____ To _____

Rate of Pay \$ _____ per _____

Reason for leaving _____

Employer's Telephone _____ May we contact? Yes No

Employer _____ Location _____

Job title _____

Supervisor (name and position) _____

Duties performed _____

Employment dates: From _____ To _____

Rate of Pay \$ _____ per _____

Reason for leaving _____

Employer's Telephone _____ May we contact? Yes No

U.S. MILITARY SERVICE

Branch _____ Dates of Service _____

Rank (current or discharge) _____

Military Specialization and duties _____

TECHNICAL SKILLS

What technical skills do you have for this job? _____

REFERENCES

List three (3) persons to whom you are not related, and who have known you for several years:

Name _____

Address _____

Daytime Telephone _____ Occupation _____

Name _____

Address _____

Daytime Telephone _____ Occupation _____

Name _____

Address _____

Daytime Telephone _____ Occupation _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1) Are you legally eligible for employment in the United States (either a U.S. Citizen or have an appropriate work permit)? (radio buttons) Yes No

If **not a citizen**, eligibility document held _____

2) Have you any convictions or pending charges, other than minor traffic violations? Yes No

If yes, please give a brief description of the circumstances of your conviction, indicating date, nature and place: _____

3) Is this the first time you have applied for work here? Yes No

If no, when and for which job(s) have you previously applied? _____

I understand that by signing this application, I agree to the following:

1. Except as otherwise specified herein, I authorize Westminster-Canterbury of the Blue Ridge to contact my former employers and references listed on this application, and I authorize such individuals to release information requested by WCBR.

2. The information I have supplied on this application and by way of any oral statements is true and accurate and I understand that if employed, false statements on this application shall be considered sufficient for dismissal.

3. All employees at WCBR are employees at will and both the employee and WCBR are free to terminate the employment relationship at any time at their discretion. No supervisor or other WCBR employee has the authority to alter this relationship.

4. I understand further that as a condition of my employment with WCBR, I may, from time to time, be asked to undergo a medical examination and/or drug screening at WCBR's expense, and I agree to submit to medical exams and drug or other medical tests required by WCBR during the course of my employment.

5. I further understand that if offered employment, I will be required, in accordance with the Immigration Reform and Control Act of 1986, to produce proof that I am eligible to work in the United States.

Name

Date