



112 South Grove Street  
 Petersburg, WV 26847  
 Phone: 304-257-4440  
 Fax: 304-257-2252

## Application for Employment

**Date:** \_\_\_\_\_ **Position applying for:** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone ( )** \_\_\_\_\_ **Emergency Phone ( )** \_\_\_\_\_  
**Date Of Birth** \_\_\_\_\_ **SS#** \_\_\_\_\_

(The age Discrimination of Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40  
 but  
 less than 70 years of age.)

If you are under 18 years of age, can you provide required proof of your eligibility to work?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever filed an application with us before?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give dates \_\_\_\_\_

Have you been employed with us before?  
 If yes, give dates \_\_\_\_\_

Are you employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you prevented from lawfully becoming employed in this country of Visa or Immigration status?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

On what date are you available for work? \_\_\_\_\_

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Are you available to work: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Shift Work \_\_\_ Temporary

Please list days and hours available \_\_\_\_\_

Are you currently on " Lay-off " status and subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel, if a job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been convicted of a felony or misdemeanor within the last seven years?

Conviction will not necessarily disqualify an applicant from employment.

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employment History

Employer	Address	Phone #	Supervisor	Job Title	Dates

Hourly rate/ Salary	Reason for leaving	Work Performed

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If you need additional space, please continue on a separate sheet of paper.

**Please list any licenses, certifications, or special training you have received.**

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School	Name & Location	Course of Study	# Years Completed	Degree or Diploma
Graduate				
College				
Business/ Trade				
High School				
Elementary				

### REFERENCES

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_

The Information provided in this application is true, correct and complete. If you employ me, any misstatement or omission of fact on this application may result in my dismissal.

I understand that the acceptance of an offer of employment creates no obligation upon you, the employer, to continue to employ me in the future.

Signature \_\_\_\_\_ Date \_\_\_\_\_