



Town of Mount Jackson

5901 Main Street / PO Box 487
Mount Jackson, VA 22842
540-477-2121 FAX: 540-477-2351

Application for Employment

The Town of Mount Jackson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Personal Information

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)

Yes No

Have you ever been terminated from employment or asked to resign by an employer?

Yes No

If **yes**, please provide company names and details _____

Can you work any shift? Yes No If no, explain: _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Employment Desired

Date you can start _____ Hourly rate/Salary desired _____

Position desired _____

Are you currently employed? _____ If so, may we inquire of your present employer? _____

Referral Source

How did you hear about us? Walk In Advertisement Referral Social Media Other

Have you ever worked for this company before?

_____ Yes _____ No If yes, please explain _____

Do you know anyone who works for this company? If yes, who? _____

Education

	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

Do you have any professional Licenses/Certifications or special skills/training that would enhance your ability to perform the position applied for? If yes, explain:

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Employment History

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Incomplete information could disqualify you from further consideration.

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor & title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor & title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:			

From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor & title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor & title		Summarize the nature of work performed and job responsibilities	
Reason for leaving:			

References

Name	Address, Phone, Email	Title/Company
1		
2		
3		

Signature Disclaimer

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize The Town of Mount Jackson to verify their accuracy and to obtain reference information on my work performance. I hereby release The Town of Mount Jackson from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing an employment decision on such information. I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the Company. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Company may terminate my employment at any time with or without notice or cause.

Name (please print)	Signature of Applicant
Date	