

# Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status.

(PLEASE PRINT)

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)					

Position(s) Applied For	Salary Desired
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-In
	<input type="checkbox"/> Other _____

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 date \_\_\_\_\_

Have you ever been employed with us before?

Yes       No

If Yes, give date \_\_\_\_\_

Are you currently employed?

Yes       No

May we contact your present employer?

Yes       No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes       No

*Proof of legal eligibility for employment will be required.*

On what date would be you available for work?

\_\_\_\_\_

Are you available to work:

Full Time     Part Time     Shift Work     Temporary

Preferred working shift.

\_\_\_\_\_

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OE-01  
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# Education Education will only be considered if an essential function of the job.

	High School				Post High School				Graduate/ Professional			
School Name and Location												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Describe Course of Study Please list all degrees/certifications/ diplomas/apprenticeships/ specialized training you have received.												
Describe any honors you have received which are relevant to the position you are seeking.												

<b>Licensed/Certified Applicants:</b> Type of license/certification held _____ As a licensed/certified professional, have you ever had action taken against you, had your license revoked or suspended, or have you been denied a license in a health related field. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe _____ _____ _____	<b>License Number:</b> _____ <b>State license issued by:</b> _____
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## Employment References

Give name, address and telephone number of three *supervisory* references.

Reference Name	Title	Company	Telephone Numbers
1. _____			
2. _____			
3. _____			

## Employee Background

Have you ever been convicted of a felony, misdemeanor, or a law violation other than a minor traffic violation?  Yes  No

*\*Conviction will not automatically bar you from employment. The date, nature, and the relationship of the conviction to the position sought will be considered.*

We are a drug and alcohol-free workplace. Have you been convicted of a drug-related crime?  Yes  No

If Yes to either or both question(s), please explain: \_\_\_\_\_  
 \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Each applicant must complete this section, "See Resume" is not sufficient.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

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

We may contact the employers listed above, unless you indicate those you do not want us to contact. **DO NOT CONTACT:**  
Employer Number(s) \_\_\_\_\_

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# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge and I certify that I am an authentic job seeker.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future for any specific duration.

If you decide to contact my previous employers or engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so and I understand that will receive additional information on such reports as required by law.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

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Date

## Employment Application Supplements:

- Credit Check Release (OE-01d) – For candidates who will handle cash and financial transactions
- Sworn Statement or Affirmation (OE-25 or OE-25a (Maryland)) – For ALL
- Supplement to Employment Application for Bookkeepers (OE-01c)
- Maintenance Test (OE-01f) – For Maintenance Director and Maintenance Assistant Candidates
- Administrative and Management Essay Supplement to Employment Application – For Management Candidates
- Secretary and Administrative Assistant Test (OE-01h) – For Secretary and Administrative Assistant Candidates
- Job Description

**SWORN STATEMENT OR AFFIRMATION**

**INSTRUCTIONS:**

The Code of Virginia and \_\_\_\_\_, require that persons desiring employment provide a sworn statement or affirmation disclosing any criminal convictions or pending criminal charges, whether within or outside the Commonwealth of Virginia.

Individuals convicted of the following cannot be hired: murder, abduction for immoral purposes, assaults and bodily wounding, robbery, sexual assault, arson, pandering, crimes against nature involving children, taking indecent liberties with children, abuse and neglect of children, failure to secure medical attention for an injured child, obscenity offenses or abuse or neglect of an incapacitated adult. However, applicants convicted of one misdemeanor crime not involving abuse or neglect may be hired provided five years has elapsed since the conviction.

Any person making a false statement on this form regarding any criminal offense shall be guilty upon conviction of a Class 1 misdemeanor.

Further dissemination of the information provided on this form is prohibited other than to a federal or state authority or court as may be required to comply with an express requirement of law for such further dissemination.

Please print the information required in section one.

This statement must be provided to and maintained by the property in the employee's personnel file.

**PLEASE PRINT:**

1. Last Name	First	Middle/Maiden	Social Security Number
Current Mailing Address: Street	City	State	Zip

2. Have you been convicted of any violations of law, including traffic offenses? (Do not include offenses committed before your eighteenth birthday which were finally decided in a juvenile court or under a youth offender law)  
\_\_\_\_ yes \_\_\_\_ no.  
If yes, list all and explain. \_\_\_\_\_

3. Are you the subject of any pending criminal charges? \_\_\_\_ yes \_\_\_\_ no.  
If yes, please explain. \_\_\_\_\_

4. Have you ever been the subject of a founded complaint of child abuse or neglect within or outside Virginia?  
\_\_\_\_ yes \_\_\_\_ no.  
If yes, list all and explain. \_\_\_\_\_

**5. For Licensed/Certified Personnel Only:** I certify that I am licensed/certified as a \_\_\_\_\_, Virginia license/certificate number \_\_\_\_\_, and that this license/certificate is currently unrestricted in Virginia. I further certify that no order has been entered, or letter of reprimand or censure issued, regarding my practice by any professional licensing board in any state or country, and that I am not currently under investigation by such a licensing board.

6. I hereby affirm that the information provided on this form is true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment offered by this property. I understand that all information on this form is subject to verification.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_