



EMPLOYMENT APPLICATION

WorkSource Enterprises
1311 Carlton Avenue
Charlottesville, VA 22902
(434) 972-1730
(434) 972-7412 (fax)
www.worksourceva.org

WorkSource Enterprises is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, religion, age, sex, national origin, disability or life-threatening illness. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences or discrimination based upon any non-job-related information.

This application shall be given complete consideration, but its receipt does not imply that the applicant will be employed. WorkSource Enterprises also performs a criminal background check on all new hires. Continued employment is contingent upon successful completion of the police record check.

POSITION(S) APPLIED FOR:

Type of work desired: Full-time Part-time Temporary

Date available to start work: ____/____/____

Referred by: _____

PERSONAL DATA

Name: _____ Social Security #: _____-____-_____

Current Address: _____
Street Address/Box Number City State ZIP

Permanent Address:

(Leave blank if same as current address)

Daytime phone at which you can be reached: (____) _____-_____

Evening phone at which you can be reached: (____) _____-_____

GENERAL INFORMATION

<p>1. Have you ever applied for a job with WorkSource in the past? If yes, please give the date of the application and the position for which you applied. State your name at that time, if different from present name.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>2. Have you ever been employed by WorkSource in the past? If yes, please give the dates of employment, position(s) held, and state your name while employed, if different from present name.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If no, please explain.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>4. Do you have any commitments to another employer that might affect your employment with WorkSource? If yes, please explain.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements). If no, please explain.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>7. Do you need any special accommodation(s) for any physical or mental health problems or disabilities in order to satisfactorily perform the job(s) for which you are applying? If yes, please explain.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>8. Do you have any experience from your military service that would be relevant to the job(s) for which you are applying? If yes, please explain.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>9. Do you have any language abilities (such as reading or speaking a foreign language, including sign language) that might help you perform the job(s) for which you are applying? If yes, please explain.</p>	<p>__ Yes</p>	<p>__ No</p>
<p>10. Have you been convicted of a criminal offense, or released from prison in the past ten years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please provide the nature of the conviction and the date of conviction.</p>	<p>__ Yes</p>	<p>__ No</p>

EMPLOYMENT HISTORY

PRESENT & FORMER EMPLOYERS List most recent first	MAY WE CONTACT YOUR CURRENT EMPLOYER? __ Yes __ No
Company Name: Address: City, State, ZIP: Supervisor (and phone number if known):	Job title and duties: Dates of employment: ___/___/___ to ___/___/___ Reason(s) for leaving: Your name when employed, if different from present name:
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Please account for any time you were not employed after leaving school in the past ten years (you need not list any unemployment periods of one month or less).

Time Period(s)	Reason(s) for Unemployment
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If you were unable to list all past jobs or periods of unemployment on this form, please attach additional information on a blank sheet of paper.

EDUCATION

Schools Attended	Name of School and Location	Did you graduate? Year?	Degree/ Diploma/ Certificate	Grade Point Average	Major Course of Study
High School	_____ Circle Highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12		Do not answer		Do not answer
Technical, Vocational, Business, or Military Training					
College or University					
Graduate School					
Professional Seminars					

Additional job-related seminars, short courses, workshops, or other educational experiences:

REFERENCES: Please list three individuals who are not former employers or relatives.

Name	Address	City, State, Zip	Phone Number	Occupation

OTHER JOB-RELATED EXPERIENCE

Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability, or other personal traits that you prefer not to disclose.)

ADDITIONAL INFORMATION

Please add any additional information that you think may be relevant to a decision to hire you.

IMPORTANT

Please carefully read and initial each paragraph before signing.

By my signature and my initials placed below, I certify that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify WorkSource Enterprises if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

_____ Initials

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize WorkSource Enterprises to contact my present employer (unless otherwise noted in this application form), past employers, and listed references.

_____ Initials

I authorize any person, school, current employer (except as previously noted), past employer, and organization named in this application form (and accompanying resume, if any) to provide WorkSource Enterprises with relevant information and opinion that may be useful to WorkSource in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

_____ Initials

I understand that, if hired, if my employment is terminated by the organization for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, nor engage in sales, investments or other activities that create a conflict of interest with my position in this organization.

_____ Initials

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that no person is authorized to change any of the terms mentioned in this employment application.

_____ Initials

Signature: _____ Date: ____/____/____

This application for employment will remain active for three months.

EEO/AA