



# TOWN OF BLUEFIELD, VIRGINIA APPLICATION FOR EMPLOYMENT

(Pre-employment questionnaire)  
(An Equal Opportunity Employer)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

How long have you been at this address? \_\_\_\_\_

If less than 2 years, list previous address: \_\_\_\_\_

What type of work are you applying for? \_\_\_\_\_

What special qualifications do you have? \_\_\_\_\_

What type of machinery can you operate? \_\_\_\_\_

Other special training or skills: \_\_\_\_\_

Are you presently employed? \_\_\_yes \_\_\_no If so, where? \_\_\_\_\_

Why do you want to leave your present employment? \_\_\_\_\_

May we contact your present employer for reference? \_\_\_\_\_

Amount of wage expected: \_\_\_\_\_ Wage rate at last/present employment: \_\_\_\_\_

List any friends or relatives working for the town: \_\_\_\_\_

Have you ever been convicted of violating any laws other than minor traffic violations?

\_\_\_yes \_\_\_no If yes, describe: \_\_\_\_\_

Are you applying for full time work? \_\_\_\_\_ Part time work? \_\_\_\_\_

Can you work overtime? \_\_\_\_\_ Do you have a valid drivers license? \_\_\_\_\_ A CDL? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

Are you legally eligible for employment in the U. S.? \_\_\_yes \_\_\_no

## EDUCATION

SCHOOL	NAME OF SCHOOL	CITY / STATE	COURSE	NUMBER OF YEARS COMPLETED
GRAMMAR				
HIGH				
COLLEGE				
OTHER				

TURN OVER FOR PAGE 2

**APPLICATION FOR EMPLOYMENT**

**WORK EXPERIENCE**

(please start with present or last employer)

NAME AND ADDRESS OF COMPANY	DATE FROM	DATE TO	LIST YOUR DUTIES	NAME OF SUPERVISOR	REASON FOR LEAVING

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are 40 years of age or older.

**PERSONAL REFERENCES**

(Do not list former employers or relatives)

NAME AND ADDRESS	OCCUPATION	PHONE NUMBER
1.		
2.		
3.		

**AGREEMENT**

I certify that the answers given on this application are true and complete to the best of my knowledge.

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

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

I understand that the Town of Bluefield conducts random drug and alcohol tests on its employees.

I further understand that this is an application for employment, and that no employment contract is being offered herein.

I have read and understand the above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date