



PITTSYLVANIA COUNTY COMMUNITY ACTION INC.

APPLICATION FOR EMPLOYMENT

Pittsylvania County Community Action Inc. is an equal employment opportunity employer. We do not discriminate against any individual on the basis of race, color, religion, gender, national origin, disability, age, past, present, or future service in the uniformed services of the United States, or any other status protected by applicable law in any term or condition of employment, including decisions concerning hire.

This application will only be considered for the particular position for which you are seeking employment. If this application is unsolicited it will only be considered for openings within the next 30 days.

If you need any assistance completing this application, please ask to see the Human Resources Department.

(Please Print)

Form with fields for Name, Date, Address, City, State, Zip, Telephone, and Position Sought.

- Checkboxes for questions: Have you ever filed an application... Are you currently employed? May we contact your present employer? Are you legally authorized for employment in the United States? Are you under 18 years of age? Are you available to work? Full Time, Part Time, Other.

- Yes  No If the position requires overnight travel or ability to work unusual hours or Saturdays and Sundays can you meet that requirement?
- Yes  No If the position applied for requires driving do you have a valid driver's license?  
 Yes  No May we check your records?\*
- \*To be filled out only if driving is an essential function of the job. Please ask the Human Resources Department if you need to fill out.*  
*\*\*Failure to grant permission may lead to your being considered ineligible for hire*
- Yes  No Have you been convicted of a violation of the law except minor traffic violations?\*
- If yes, please explain: \_\_\_\_\_

*\*A conviction will not automatically bar you from consideration of employment. The nature of the conviction, the date of the conviction, and the relationship of the conviction to the job sought, as well as other legitimate factors, will all be considered.*

- Yes  No Have you ever been disciplined (orally or in writing) by an employer for *unexcused* absences or tardiness?
- Yes  No Have you ever been disciplined (orally or in writing) by an employer for failing to adhere to your employer's safety rules?
- Yes  No Have you ever been disciplined (orally or in writing) by an employer for failing to adhere to your employer's work rules?
- Yes  No Have you ever been discharged by an employer?
- Yes  No Are you subject to any employment agreement with your previous employers, including any containing non-compete, non-solicitation or confidentiality clauses?

How Soon Can you report to work? \_\_\_\_\_

**Employment Experience** Start with your present or last job. Any gaps in employment need to be accounted for. We will contact your past employers unless you tell us not to. Failure to grant permission may lead to your being considered ineligible for hire.

Employer:		Date Employed		Work Performed:
		From	To	
Address:				
Telephone Number:		Hourly Rate/Salary		
		Starting	Final	
Job Title:	Supervisor:			
Reason for Leaving:				
Employer:		Date Employed		Worked Performed:
		From	To	
Address:				
Telephone Number:		Hourly Rate/Salary		
		Starting	Final	

Job Title:	Supervisor:			Worked Performed:
Reason for Leaving:				
Employer:		Date Employed		
		From	To	
Address:				
Telephone Number:		Hourly Rate/Salary		
		Starting	Final	
Job Title:	Supervisor:			
Reason for Leaving:				
Employer:		Date Employed		
		From	To	
Address:				
Telephone Number:		Hourly Rate/Salary		
		Starting	Final	
Job Title:	Supervisor:			
Reason for Leaving:				

### References

Give name, address and telephone number of three references. Please give two references that are unrelated; and one from a previous employer.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Education\*

Elementary School \_\_\_\_\_ Number of years completed \_\_\_\_\_

High School: \_\_\_\_\_ Highest Level Achieved: \_\_\_\_\_

Business or Vocational School \_\_\_\_\_ Graduation Date \_\_\_\_\_

College: \_\_\_\_\_ Graduation Date \_\_\_\_\_

Degree or Course of Study: \_\_\_\_\_

Other Training or Courses Taken: \_\_\_\_\_

**Specialized Training, Job Related Skills**

List any experience, skills, or qualifications which you feel have prepared you for employment with our Company. Include all computer programs with which you have experience.

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**CERTIFICATION AND AGREEMENT**

*I certify that the information contained in this application is true and complete to the best of my knowledge and I understand that any omission or falsification of information on this Application or during any interview may lead to me not being hired, or if hired, termination of my employment or other appropriate disciplinary action.*

*I hereby authorize investigation of all statements contained herein and the references and employers listed above to give Pittsylvania County Community Action Inc. any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, concerning me. I release Pittsylvania County Community Action Inc. and any employer or person providing such information from any and all liability or any damage which may result from such inquiry or the furnishing of such information as allowed by law.*

*I understand and agree that if I am employed that my employment with Pittsylvania County Community Action Inc. will be considered at-will and that neither this application or any policy or procedure of Pittsylvania County Community Action Inc. should be construed to create a contract of employment for any specific duration.*

*I understand that I may be required to submit to appropriate background checks and pre-employment drug/alcohol testing prior to my being eligible for employment with Pittsylvania County Community Action Inc..*

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

\_\_\_\_\_  
Date