



PIEDMONT REGIONAL JUVENILE DETENTION CENTER
P.O. BOX 344 FARMVILLE, VA 23901
434-392-3834 434-392-6985 (fax)

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION _____

1. Name:

(Last) (First) (Middle)

2. Address:

(Street) (Apt) (City/State) (Zip)

3. Alternate Address:

(Street) (City/State) (Zip)

4. Contact Information: _____

Home Telephone

Secondary Telephone

Email

5. HOW DID YOU LEARN ABOUT OUR COMPANY _____

6. POSITION SOUGHT: _____ **AVAILABLE START DATE** _____

7. Desired Pay Range: _____ **Are you currently employed?** _____

8. EDUCATION

| | NAME AND LOCATION | GRADUATE? – DEGREE? DATES | MAJOR/SUBJECTS OF STUDY |
|---|-------------------|------------------------------|----------------------------|
| High School | | | |
| College or University | | | |
| Specialized Training, Certificate, Trade School, etc. | | | |
| Other Education | | | |

9. Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

10. Please list beginning from most recent:

Job Title: _____
Company Name : _____
Location: _____
Dates of Employment : _____
Salary: _____

Duties (be specific): _____

Reason for leaving: _____

Job Title: _____
Company Name : _____
Location: _____
Dates of Employment : _____
Salary: _____

Duties (be specific): _____

Reason for leaving: _____

Job Title: _____
Company Name : _____
Location: _____
Dates of Employment : _____
Salary: _____

Duties (be specific): _____

Reason for leaving: _____

12. May we contact your present supervisor/employer? _____ Yes _____ No

13. REFERENCES:

List names, addresses and relationships of three persons not related to you who know your qualifications:

| NAME | ADDRESS | PHONE | RELATIONSHIP |
|------|---------|-------|--------------|
| | | | |
| | | | |
| | | | |

14. MISCELLANEOUS:

a. Check job status you are willing to accept: _____ Fulltime _____ Part-time.

b. For the purpose of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? _____ Yes _____ No. Under the immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be Employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

c. Have you ever been convicted* for any violation(s) of the law, including moving traffic violation _____ Y or _____ N. If YES, please provide the following: Description of offense, County, City State of Conviction. (For additional convictions use plain paper, include all information listed above).

15. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) week notice). _____ Month _____ Day _____ Year.

16. CERTIFICATION: *Each Application Requires Current Date and Original Signature*

I hereby certify that all entries on both sides and attachments are 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 in the service of the Piedmont Regional Juvenile Detention Center. I understand that all information on this application is subject to verification and I consent to criminal history background checks, I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the Piedmont Regional Juvenile Detention Center to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____ Applicant Signature _____