



Town of Crewe, VA

Town Hall
 125 E. Carolina Avenue
 Crewe, VA 23930
 (434) 645-9453 (office)
 (434) 645-1240 (Fax)

An Equal Opportunity Employer

Application for Employment

Position Applied For: _____ Date: _____

Personal Information

| | | | |
|----------------------------|-------------------------|---------------|------------|
| Name: | | | |
| _____ | _____ | _____ | |
| <i>Last</i> | <i>First</i> | <i>Middle</i> | |
| Address: | | | |
| _____ | _____ | _____ | _____ |
| <i>Street or P. O. Box</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |
| Telephone Number | Alternate Number | E-Mail | |
| (_____) _____ - _____ | (_____) _____ - _____ | _____ | |

Licenses and Certifications

* IF THE POSITION REQUIRES A LICENSE AND OR CERTIFICATION A COPY **MUST** BE ATTACHED TO YOUR APPLICATION TO BE CONSIDERED.

1. Indicate the type of Driver's License you possess:

None Operator (Standard) Commercial CDL Class _____ State _____ Expiration Date _____

2. List any valid certificate(s) and/or license(s) you possess to practice a trade or profession earned pertaining to the position for which you are applying:

| License/Certification | State | Expiration |
|-----------------------|-------|------------|
| | | |
| | | |
| | | |

Computer Skills

| | |
|--|---|
| Computer Experience | Software Programs: (Please list computer software programs you are proficient in) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| | _____ |

General Background Information

1. Are you related to, by blood or marriage, anyone employed by the Town? Yes No
If yes, please provide name and relationship _____
2. Have you ever been employed with the Town of Crewe? Yes No
If yes, list position and dates of employment _____
If yes, please check the reason for leaving Town employment: Terminated Resigned
3. Have you ever been terminated by a former employer for disciplinary reason(s)? Yes No

Education

High School

Name of High School _____

Address _____

Highest grade completed (Check one) 1 2 3 4 5 6 7 8 9 10 11 12

Diploma Yes No

If you did not complete high school, do you have a high school equivalency diploma(GED)? Yes No

College

Name and Location of Institution: _____

Degree: Yes No Number of Years Completed: _____

Degree Earned: _____

Minor/Major: _____

Employment History

(List present employers first and do not leave out any employers) Explain any gaps in employment. Use additional sheets if necessary. Explain your job duties in enough detail to allow us to understand what you actually did in each job. You must complete this application. It is not acceptable to write See Resume in any of these spaces.

| Employer: | Job Duties: |
|---------------------|-------------|
| Title: | _____ |
| Address: | _____ |
| Name of Supervisor: | _____ |
| Phone Number: | _____ |
| | _____ |
| | _____ |

| | | |
|---|---------------------|--------------------|
| Employed From: | Employed To: | |
| Reason for Leaving: | | |
| | | |
| Employer: | | Job Duties: |
| Title: | | _____ |
| Address: | | _____ |
| Name of Supervisor: | | _____ |
| Phone Number: | | _____ |
| Employed From: | Employed To: | _____ |
| Reason for Leaving: | | _____ |
| | | |
| Employer: | | Job Duties: |
| Title: | | _____ |
| Address: | | _____ |
| Name of Supervisor: | | _____ |
| Phone Number: | | _____ |
| Employed From: | Employed To: | _____ |
| Reason for Leaving: | | _____ |
| | | |
| If presently employed, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

References: (Other than relatives or Town employees) List the names of any professional or personal character references who have known you for the last three years and from who we have your permission to contact.

| <i>Name</i> | <i>Address</i> | <i>Phone Number</i> |
|-------------|----------------|---------------------|
| 1) _____ | _____ | _____ |
| 2) _____ | _____ | _____ |
| 3) _____ | _____ | _____ |

Other Pertinent Information: Use this space to provide us with any other job related information that we should know about you to help us consider your qualifications for this position? (Please exclude personal information)

CERTIFICATION: I hereby certify that the information on this application is true, accurate, and complete, to the best of my knowledge, and I have not knowingly withheld any information which, if known to the Town, would affect my application unfavorably. If I am hired by the Town, and if the Town discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job. I further understand that any falsification or misrepresentation is sufficient reason for disqualification.

Applicant's Signature _____
Date

How did you find out about this position? (Check primary source only)

- Town's Website
- Town Employee (name optional) _____
- Newspaper (list name) _____
- Town's Facebook Page
- Other _____

Authorization for release of personal information

I hereby authorize full disclosure to any duly authorized agent of the Town of Crewe prior to and/or after employment of all my driving records, educational history, employment history, references, criminal history and other records pertinent to this application.

A photocopy of this signed release form will be valid as an original, even though the said photocopy does not contain an original writing of my signature.

State in which your valid driver's is issued _____

Driver's license number _____

Print Name

Applicant's Signature (including maiden name)

Equal Employment Opportunity

Date: _____

Position applied for: _____ Date of Birth: _____

Name _____ Social Security Number ____ - ____ - ____

Home Phone Number (____) ____ - ____ Work Phone Number: (____) ____ - ____

Gender (Check One)

Male

Female

Race (Check One)

A – American Indian/Alaskan Native

B – Black

C – Caucasian

R – Asian/Pacific Islander

S - Hispanic

Definition

American Indian (includes Alaskans)

Black (include Jamaican, Bahamians and other)

Caucasian (includes Arabian)

Asian/Pacific Islander (include Pakistanis & Indians)

Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)