

**CITY OF STAUNTON**  
**APPLICATION FOR EMPLOYMENT**

It is the policy of the City of Staunton that no person shall be discriminated against in any aspect of employment on the basis of race, color, religion, sex, national origin, age, handicap or disability, ancestry, marital status, political affiliation, or any other prohibited form of discrimination under Federal or State law or government contract or grant regulations. (Employee Personnel Code 12-1-3)

**SMOKING IS PROHIBITED IN ALL CITY BUILDINGS, RESTROOMS AND VEHICLES**

Date of Application: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

- Would you accept full-time work?  Yes  No
- Would you accept part-time work?  Yes  No
- Have you ever been employed with the City of Staunton before?  Yes  No  
If yes, give date \_\_\_\_\_
- Are you employed now?  Yes  No
- May we contact your present employer?  Yes  No
- Are you a U.S. citizen or can you establish that you are an authorized worker?  Yes  No
- Have you ever been convicted of, or pled guilty or nolo contendere to any civil or criminal violation of the law (other than a minor traffic violation)?  Yes  No

If yes, please explain (Note that conviction of a crime will not necessarily disqualify an applicant - the nature of the crime and when the conviction occurred will be considered):

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**NOTE: You are NOT obligated to disclose sealed or expunged records of conviction or arrest.**

Have you ever been convicted of reckless driving or driving under the influence of alcohol or other drugs, OR has your driver's license ever been suspended or revoked as a result of a conviction(s) of a driving violation(s)?  Yes  No

Convictions will not necessarily disqualify you from employment.

If yes, list the type of violation along with date(s) and status of convictions

## EDUCATIONAL BACKGROUND

(Circle highest level completed)

High School	9	10	11	12	
College	1	2	3	4	Degree _____
Graduate	1	2	3	4	Degree _____

State any additional information you feel may be helpful to us in considering your employment:

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Summarize special skills and qualifications acquired from employment or other experience:

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List professional, trade, business or civic activities and offices held: (Exclude those which indicate race, color, religion, sex or national origin)

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## PERSONAL REFERENCES

(Other than family members and previous employers)

1. Name: _____	Phone # _____
Address: _____	City, State, Zip _____
2. Name: _____	Phone # _____
Address: _____	City, State, Zip _____
3. Name: _____	Phone # _____
Address: _____	City, State, Zip _____

# EMPLOYMENT EXPERIENCE

(Beginning with your current or most recent position)

	Dates Employed From                      To		Work Performed
Employer			
Address			
Phone			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
Reason For Leaving			
	Dates Employed From                      To		Work Performed
Employer			
Address			
Phone			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
Reason For Leaving			
	Dates Employed From                      To		Work Performed
Employer			
Address			
Phone			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
Reason For Leaving			
	Dates Employed From                      To		Work Performed
Employer			
Address			
Phone			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
Reason For Leaving			

## APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that any false statements or major omissions shall be considered sufficient cause for employment disqualification or, if employed, shall result in termination when discovered. I further acknowledge that any or all information supplied by me is subject to verification and hereby authorize the City of Staunton to obtain an investigative consumer report and/or a report from any law enforcement agency which may include both general and personal information about me. I authorize investigation of all statements contained herein and authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

The City of Staunton has a **Drug Free Workplace Policy**, and I consent to take any physical or medical examinations, including blood and urine or other tests for alcohol and drugs, requested by the City in connection with the processing of my application for employment and further agree to take any such physical or medical examinations or tests requested by the City of Staunton during my employment if I am offered and accept a job. I understand that such an examination may be needed in order to determine my competence to perform the job or work for which I was hired, or to identify any physical or mental condition bearing on my job performance. I understand that refusal to submit to any physical or medical examination ordered by the City will result in rejection for employment or for disciplinary action up to and including immediate discharge. I further understand that any information obtained through such exams may be retained by the City and is exclusively the City's property.

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Applicant's Signature

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Date