



APPLICATION FOR EMPLOYMENT

We appreciate your interest in Town of Vinton. Town of Vinton is an equal employment opportunity employer. The Town's policy does not discriminate against any applicant or employee based on race, color, sex, religion, national origin, age (40 and over), disability, military status, genetic information or any other basis protected by applicable federal, state, or local laws. The Town of Vinton also prohibits harassment of applicants or employees based on any of these protected categories. It is also Town of Vinton's policy to comply with all applicable federal, state and local laws respecting consideration of unemployment status in making hiring decisions.

Note to Applicants: Smoking is prohibited in all indoor areas of Town of Vinton unless designated smoking areas have been established in a particular location in accordance with applicable state and local law.

GENERAL INFORMATION

Please complete all requested information. Use ink and print.

Today's Date	Position Applying For	
Name (Last) (First) (Middle)	Minimum Salary Desired	Date Available for Work
Street Address	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City State Zip	Telephone (Home) () -	Telephone (Work) () -
Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the other name(s):	Are you available to work overtime as needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you available weekdays? weekends?	
Have you previously worked for or applied for a position with Town of Vinton, either as an employee or through an employment agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain when and, if employed, in what capacity:	Are you related to or in a close personal relationship with anyone now employed at Town of Vinton? (An answer of "Yes" will not automatically disqualify you from the position for which you are applying.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name(s) and where they are located.	

PERMISSION TO WORK

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)? <input type="checkbox"/> Yes <input type="checkbox"/> No

REFERRAL INFORMATION

How did you learn about Town of Vinton?	
<input type="checkbox"/> Employment Agency (state name): _____	<input type="checkbox"/> School (state name): _____
<input type="checkbox"/> Reputation of Firm _____	<input type="checkbox"/> Newspaper ad (name of paper): _____
<input type="checkbox"/> Referral (state name): _____	<input type="checkbox"/> Other: _____

WORK EXPERIENCE

Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

1	Employer	Telephone () -
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

2	Employer	Telephone () -
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

3	Employer	Telephone () -
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start Last
	Job Title, and Work Responsibilities	Reason for Leaving:

All employers including your current employer may be contacted to verify the information you provide. May we contact your current employer prior to any offer of employment? Yes No

PROFESSIONAL REFERENCES

Individuals not related to you. Business references preferred.

Name	Occupation	Phone	Address	Years Known and Capacity

EDUCATION & TRAINING

Please include name, street, city, state and zip code for each school.

School	Name and Location of School	Number of Years Completed	Degree	Type of Course/Major
High School				
College				
Business/Trade/Technical				

JOB-RELATED SKILLS AND QUALIFICATIONS

Please summarize your job-related skills and qualifications:

ADDITIONAL EMPLOYMENT INQUIRIES

If applying for a position that will include driving:

If hired, can you provide a valid driver's license? Yes No

Do you have a CDL license? Yes No

Have you been convicted of a traffic violation in the last five years? Yes No

Nature of Violation: _____

If hired, you may be required to provide evidence of insurance or insurability.

APPLICANT'S STATEMENT & ACKNOWLEDGMENT

THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

Initial: I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Town, **I will be an at-will employee**, meaning that either the Town or I may end the employment relationship at any time with or without cause or notice. I understand that only the Human Resource Director and Town Manager of Town of Vinton, and no other manager, supervisor, or other representative of the Town, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the Human Resources Director and Town Manager, any such agreements must be in writing and signed by them and by me or my authorized representative.

Initial: I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Town of Vinton.

Initial: I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.

Initial: I understand that the Town may share the information contained in this application with other Town employees for employment and administrative purposes and hereby consent to such transfer.

Initial: I hereby authorize, to the extent allowed by applicable federal state and local laws, [Town] to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to the Town information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure. In addition, I hereby release the Town, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial: I understand and expressly agree that if employed by the Town, storage areas provided for me (locker, desk, etc.) are open to investigation by the Town without prior notice to me.

Initial: I agree to undergo a pre-employment background check and physical examination consistent with federal and state law.

Initial: I agree to submit to legally permissible drug testing upon an offer of employment from Town of Vinton and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Town and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Town and me on such issues.

APPLICANT'S SIGNATURE

DATE