APPLICATION FOR EMPLOYMENT

The Town of Stuart, VA is an equal opportunity employer. The Town must comply with all applicable Federal, State, and Local laws concerning discrimination in employment. No question on this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

Position Applying for: WWTP Operator (Evening Shift) Date: _____

Name: _____ Pref. Name _____

Address: _____ City, State: _____

Phone: _____ Cell: _____ Email: _____

Have you ever been employed by the Town of Stuart? _____

Are you legally eligible for employment in this country? _____

What date are you available for work? _____

Type of employment desired? (Full-time or Part-time) _____

Have you ever been convicted of a crime, excluding minor traffic violations? _____

If yes, please explain _____

*Conviction of a crime does not automatically disqualify employment by the Town of Stuart

Driver's License No. : _____ State: _____

**A valid driver's license is required for employment by the Town of Stuart

Most Recent Work Experience

Employer: _____ Dates Employed: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ Phone: _____

_____ Salary/ HrlyRate: _____

Nature of Work / Responsibilities: _____

_____

Reason for Leaving: _____

Past Work Experience

Employer: _____ Dates Employed: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ Phone: _____

_____

Nature of Work / Responsibilities: _____

_____

Reason for Leaving: _____

Additional Work Experience

Employer: _____ Dates Employed: _____

Job Title: _____ Supervisor's Name: _____

Address: _____ Phone: _____

_____

Nature of Work / Responsibilities: _____

_____

Reason for Leaving: _____

Skills and Qualifications

Please summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying:

_____

_____

_____

_____

_____

Record of Education

High School: _____ Graduation Date: _____

Degree / Focus of Study: _____

College: _____ Graduation Date: _____

Degree / Focus of Study: _____

Trade or Other: _____ Graduation Date: _____

Degree / Focus of Study: _____

Applicant Statement

To be completed by all applicants – Please read carefully before signing.

I certify that the information contained in this application and any resume I have provided is correct and complete to the best of my knowledge. I understand that any false statements, misrepresentations, or omissions in this application or any supplement to it may be grounds for rejecting my application or terminating my employment.

I authorize the employer to obtain pertinent information about my employment history and qualifications from former employers and others, and I release all parties providing or requesting such information from any liability that may arise from truthful disclosures in connection with such investigations.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as required by law. I acknowledge that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary, and that any such assurances must be in writing and signed by an authorized officer.

I understand that it is the Town's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodations as required by the Americans with Disabilities Act (ADA).

I authorize any state, local, or federal agency having custody of information concerning my criminal history and/or driving record to release such information to the Town of Stuart, Virginia, provided that the information is job-related and consistent with applicable law. I understand that any criminal history information obtained will be used only for lawful employment purposes and will not automatically disqualify me from consideration for employment.

I understand that if I am hired, I must comply with the Town of Stuart's no-drug and drug testing policy. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

By signing below, I acknowledge that I have read and agree to the provisions set forth above.

Applicant Signature: _____ **Date**: _____