

Application For Employment

Village of Beech Bottom

11 Third St.

P.O. Box 100

Beech Bottom, WV 26030

Phone: 304-394-5545 Fax: 304-394-4772

Email: village@bbwv.org

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application: _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name _____

LAST

FIRST

MIDDLE

Address _____

NUMBER

STREET

CITY

STATE

ZIP CODE

Telephone (____) _____ Social Security Number _____

If employed and you are under 18, can you furnish a work permit? YES NO

Have you filed an application here before? YES NO If YES, give date _____

Have you ever been employed here before? YES NO If YES, give date _____

Are you employed now? YES NO May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO

(Proof of citizenship or immigration status may be required upon employment.)

On what date would you be available for work? _____

Are you able to work: FULL TIME PART TIME SHIFT WORK TEMPORARY

Are you on a lay-off and subject to recall? YES NO

Can you travel if a job requires it? YES NO

Have you been convicted of a felony in the last 7 years? YES NO

If yes please explain _____

Do you have any physical mental or medical impairment or disability that would limit your job performance for which you are applying? YES NO

If YES, please explain _____

Are there workplace accommodations which would assure better job performance for the position for which you are applying? YES NO

If YES, please explain _____

Are there workplace accommodations which would better job placement and/or enable you to perform your job to your maximum capacity? YES NO

If YES, please indicate: _____

Indicate what foreign languages you speak, read, and/or write.

	FLUENTLY	GOOD	FAIR
SPEAK			
READ			
WRITE			

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

Give name, address and telephone number of three references who are not related who are not previous employers. _____

The Village of Beech Bottom is an equal opportunity employer and administers all personnel practices without regard to race, color, religious creed, sex, gender, age, ancestry, national origin, mental or physical disability or medical condition, sexual orientation, gender identity or expression, marital status, military or veteran status, genetic information, or any other category protected under federal, state, or local law.

Signature

Date

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities.
 Exclude organization names which indicate race, color, religion, sex or national origin.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly rate/Salary		
Supervisor			
Reason for leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly rate/Salary		
Supervisor			
Reason for leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly rate/Salary		
Supervisor			
Reason for leaving			

Dates Employed

Employer	From To	Work Performed
Address		
Job Title	Hourly rate/Salary	
Supervisor		
Reason for leaving		

If you need additional space, please continue on a separate sheet of paper.

Special Skills or Qualifications

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



VILLAGE OF BEECH BOTTOM POLICE DEPARTMENT
11 THIRD STREET
P. O. BOX 100
BEECH BOTTOM, WV 26030

Phone: 304-394-4771

Fax: 304-394-5271

TO WHOM IT MAY CONCERN:

I hereby authorize any representative of the Village of Beech Bottom Police Department bearing this release to obtain information from your files or other sources pertaining to my personal background including, but not limited to, academic, athletic, achievement, attendance history, disciplinary action, medical, credit or any other records you may have regarding me. I hereby direct you to release such information upon the request of the bearer. This release is executed with the full knowledge and understanding that the information is for the official use of the Village of Beech Bottom Police Department. Consent is granted for the Village of Beech Bottom Police Department to furnish such information as is described above, to third parties in the course of the Police Department fulfilling its official responsibilities with regard to my application for employment. I hereby release you, the institution or establishment which you represent, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below:

State of West Virginia
County of _____

Full name _____
(Type of Printed)

Current Address _____

Taken, Subscribed and Sworn to before me
This _____ day of _____ 20 _____.

Social Security Number _____

Phone Number _____

Driver License Number _____

(Notary Public)

My Commission Expires

Signature