



APPLICATION FOR EMPLOYMENT

VBFH is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, disability, sexual orientation, genetic information or any other basis prohibited by Federal, State & Local law. Please let us know if you need accommodation in order to participate in the application process.

I. GENERAL INFORMATION (Please print or type) DATE: _____

NAME: _____
Last First Middle (Maiden)

PRESENT ADDRESS: _____
Number & Street City State Zip

CONTACT INFORMATION: _____
Daytime Telephone Evening Telephone Email

SOCIAL SECURITY NUMBER: _____ Providing your SSN is optional, but will be required on other forms prior to employment.

Are you 18 years of age or older? _____ YES NO
 If you are under 18 years, can you provide a work permit if required for the position? _____ YES NO

Are you legally authorized to work in the United States? _____ YES NO

Are you currently employed? _____ YES NO
 If so, may we contact your present employer? _____ YES NO

Have you previously applied for employment with the VBFH? _____ YES NO If yes, Date Applied

Have you ever worked for the VBFH before? _____ YES NO If yes, list dates, departments & titles

II. EMPLOYMENT DESIRED FULL TIME PART TIME TEMPORARY / SEASONAL

POSITION: _____ DATE YOU CAN START: _____ SALARY DESIRED: _____

AVAILABILITY: MON / TUE / WED / THU / FRI / SAT / SUN DAY / EVENING / OVERNIGHT / OPEN
(PLEASE CIRCLE ALL DAYS & TIMES AVAILABLE TO WORK)

REFERRED BY: _____

| III. EDUCATION | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DATE GRADUATED | SUBJECTS STUDIED / DEGREES AWARDED |
|--|---------------------------|----------------|----------------|------------------------------------|
| HIGH SCHOOL | _____ | _____ | _____ | _____ |
| COLLEGE | _____ | _____ | _____ | _____ |
| GRADUATE SCHOOL | _____ | _____ | _____ | _____ |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL | _____ | _____ | _____ | _____ |

BUSINESS MACHINES YOU CAN OPERATE: _____ CAN YOU TYPE? _____ WORDS PER MINUTE: _____

Please list any other information related to educational courses that may be relative to your qualifications for the position(s) for which you are applying: _____

IV. PERSONAL INFORMATION

A. PROFESSIONAL REFERENCES: (Please list two references, not including family)

1. Name: _____ Address: _____
 Occupation: _____ Phone: _____

2. Name: _____ Address: _____
 Occupation: _____ Phone: _____

*B. Have you ever been convicted in court of other than a misdemeanor or a minor traffic violation? _____
 If you answer yes, please explain: _____

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

The application must be completed in its entirety. **Partial or incomplete applications may be cause for eliminating an applicant from consideration.** A resume may be attached to the application, but it will not substitute for the completed application. All statements made on an application are subject to verification. False statements, omissions, or alterations to this application may be grounds for disqualification or

V. EMPLOYMENT HISTORY

(START WITH YOUR PRESENT POSITION OR MOST RECENT JOB)

| | | | | |
|-------------|--------------------|----------------|----|--------------------|
| 1. Employer | Telephone | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Job Title | Hourly Rate/Salary | | | Reason for Leaving |
| | Starting | Final | | |
| Supervisor | | | | |
| 2. Employer | Telephone | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Job Title | Hourly Rate/Salary | | | Reason for Leaving |
| | Starting | Final | | |
| Supervisor | | | | |
| 3. Employer | Telephone | Dates Employed | | Work Performed |
| | | From | To | |
| Address | | | | |
| Job Title | Hourly Rate/Salary | | | Reason for Leaving |
| | Starting | Final | | |
| Supervisor | | | | |

Did you have any disciplinary problems (i.e. warnings, suspensions, dismissals) with any previous employer? If so, please describe the facts and circumstances, as well as where you were employed at the time:

Please Read Carefully Before Signing:

- I understand that completion of this application does not indicate that there are any positions open and does not obligate VBFH to hire or offer n
- I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.
- In the processing of my employment application, an investigation may be conducted whereby information and references will be requested from former employers. Permission is hereby granted to any school, person, firm or corporation, whether my former employer or otherwise, to give the Virginia Beach Field House any relevant information that may be required as determined by VBFH to arrive at an employment decision and I hereby release VBFH its officers, employees, representatives, or agents, from any and all liability and/or damage incurred by myself in accessing or using such information.
- I have read this Employment Application and I fully understand its contents. By my signature below, I hereby certify that I have answered all questions fully, have provided truthful and accurate answers to all questions, and have not omitted any information called for in the application.

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

HIRED: YES NO

POSITION

DEPARTMENT

SALARY/WAGE

APPROVED:

1.

2.

3.

DEPARTMENT HEAD

BUSINESS MANAGER / HUMAN RESOURCES

GENERAL MANAGER