

Employment Application

If you have a resume, you may attach it to your application. Information contained in the resume need not be re-written on the application, but please write "see attached" in those sections.

All applications should be presented in person to the Human Resources Office, which is located at 5 Boar's Head Lane. Hours are Monday – Friday, 8am to 4:30pm, or by appointment.

If application in person is not possible, please send the application to one of the following:
Boar's Head Human Resources, PO Box 5307, Charlottesville, VA 22905 or 434-972-6064 (fax)

A list of current employment opportunities is available on our website, www.boarsheadinn.com, and on our Job Line, 434-972-6022. Please call us at 434-972-2223 if you have any questions.

Position(s) applying for, in order of preference

Pay Rate Desired

Personal Data

Name _____

Address _____

Telephone Numbers _____

Email Address _____

Are you at least 18 years of age? Yes No If No, are you at least 16 years of age? Yes No

Employment Information

Were you previously employed by us? Yes No If yes, when? _____

Do you have any relatives employed by us? Yes No If yes, who? _____

How or by whom were you referred to us? _____

If you are offered a position, when will you be available to start work? _____

Type of employment desired: Full-time Part-time On-Call Seasonal

Do you have any scheduling restrictions due to classes, other jobs, etc.? Yes No

If yes, explain. _____

Employment History (List last three jobs, starting with the most recent)

Company Name City, State Phone Number	Dates Employed (From-To)	Position Title and Description of Duties	Reason(s) for Leaving
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1. _____

2. _____

3. _____

May we contact your present employer? Yes No N/A

If you have other work or volunteer experience that is relevant to the position(s) for which you are applying, please explain.

Please list two past employment references, including area code and telephone number.

1. _____
2. _____

Periods of Unemployment

Explain any periods of unemployment greater than one month

Education and Training

List all schools attended including high school, colleges and universities, trade schools, etc.

School Name	Course of Study	Years Attended	Diploma/Degree

List any foreign languages in which you are fluent. _____

Criminal History Information

Have you been convicted of any crimes? Yes No

If yes, list and briefly describe the circumstances of your conviction(s), indicating the date, nature and place of each conviction and disposition of each conviction.

Release Authorization - Please Read Carefully before Completing and Signing

1. I hereby certify that all the statements and answers set forth in this application (and attached resume, if applicable) are true and correct to the best of my knowledge and subject to verification by The Boar’s Head Inn. I also understand that a material misrepresentation or deliberate omission of a fact may be justification for refusal of employment or, if employed, termination of employment. I recognize that I am not required to disclose on my application any criminal conviction which has been removed from my record. This application will remain on file for six (6) months from the day it was submitted.
2. I understand that, as directed by company policy and consistent with the job for which I am being considered, you may be requesting information from public and private sources about my character, education, credentials, and work history (including work habits and performance), as well as reasons for termination of past employment and eligibility for rehire.
3. I acknowledge that a fax or photo copy of this release shall be as valid as the original.
4. I hereby authorize, without reservation, any law enforcement agency, information service bureau, school, employer (including current employer if indicated in the Employment History section), or reference contacted by The Boar’s Head Inn or their agents, to furnish any and all information described in Item 2. I hereby release same from any and all liability arising out of the requests for or release of any of the above mentioned information.

5. I agree that upon my employment, I will execute a request for my Criminal History Record, and that I will pay for this by a payroll deduction of \$15. I understand that, if offered employment, I will be permitted to work only upon providing documentation establishing my identity and my legal authorization to work in the United States.
6. If I am to be employed as a child care provider, I agree to execute requests for searches of the Sex Offender and Crimes Against Minors Registry and the Social Services Child Protective Services Registry. I also agree to submit to a Tuberculin Screening Test prior to employment and as often as required by law. These searches and tests are all at no cost to me.
7. I agree that if the position I am offered requires that I drive company vehicles, I will provide a current driving record (less than 30 days old), at my expense, prior to starting work. To establish my continued eligibility to drive company vehicles, I agree that the Boar's Head Inn or its insurer may periodically obtain my driving record, at their expense.
8. I understand that my continued employment may or may not be contingent on the information resulting from the above mentioned reports. I acknowledge that, from time to time, The Boar's Head Inn may be required to submit certain information with regard to my employment or application to various state and federal government agencies. I hereby authorize The Boar's Head Inn to provide such information, and release the company, its agents, assigns and subsidiaries from any liability resulting from submitting such information.
9. Although management makes every effort to accommodate individual preferences, business needs at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I agree to conform to the rules and regulations of the company (i.e., grooming standards, safety, etc.) and acknowledge that the company may change, rewrite, add to, withdraw, or reinterpret these rules and regulations at any time. I understand and accept these conditions of my continuing employment.
10. I understand and agree that, if employed by The Boar's Head Inn, at all times my employment is "**at will**", and that regardless of how long I may be employed by the company, I may be disciplined, laid-off, or dismissed at any time, with or without cause, and with or without notice. **THIS IS NOT A CONTRACT OF EMPLOYMENT.**
11. I acknowledge that The Boar's Head Inn is an equal opportunity/affirmative action employer and my application will be considered based upon my qualifications only.

Applicant Signature

Date