



CITY OF BRISTOL VIRGINIA

APPLICATION FOR EMPLOYMENT

TO APPLICANT: We appreciate your interest in The City of Bristol Virginia. Thank you for taking the time to complete this application. Please return, by mail, to :

City of Bristol Virginia
Administrative Services
300 Lee Street, Suite 209
Bristol, VA 24201

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal Law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, and attainment of benefits.

DATE: \_\_\_\_\_

PERSONAL INFORMATION

Name: \_\_\_\_\_
Last First M.I.

Address: \_\_\_\_\_
Street
City State Zip Code

Phone Number: ( ) \_\_\_\_\_

Social Security No: \_\_\_\_\_ Driver's Lic. No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- Are you legally eligible for employment in the United States? (Circle) YES NO
\*If employed, you are required to provide proof of eligibility to work in the US.
Are you over the age of 18? (Circle) YES NO
\*If NO, hire is subject to verification that you are of minimum legal age.
Were you previously employed with us? (Circle) YES NO
\*If YES, when and what position/department?
Position(s) Applied For:
Date available to begin employment:
Other than minor traffic violations, have you ever been convicted of any crime? YES NO
\*If YES, please state the nature of the offense(s) as well as the date(s) and place(s) of any conviction(s) below:

PROFESSIONAL REFERENCES

Table with 3 columns: Name and Occupation, Address, Phone Number. Contains 3 empty rows for reference information.

**PREVIOUS EMPLOYMENT HISTORY\*\***

Employer/ Address/Phone	Dates Employed/ Salary	Reason for Leaving	Supervisor's Name	May We Contact?
				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO

\*\*If necessary, include additional information on a separate sheet.

**EDUCATIONAL RECORD**

Name, Address of School	Course of Study	Last Year Completed	Did You Graduate?	List Diploma or Degree
Elementary		5 6 7 8	YES / NO	
High School		1 2 3 4	YES / NO	
College		1 2 3 4	YES / NO	
Other (Specify)		1 2 3 4	YES / NO	

**PLEASE READ AND SIGN BELOW**

I certify that all information I have provided in order to apply for and secure employment with the City of Bristol Virginia, is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the City's service, whenever it is discovered. I expressly authorize, without reservation, the City of Bristol Virginia, its representatives or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the City, its representatives or agents, for seeking, gathering and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me. I understand the City does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration on a basis prohibited by applicable local, state or federal law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. No assurances to the contrary and no implied, oral or written agreements contrary to the foregoing express language are valid.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date