



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

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:

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**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 me  
 ~ 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