



Warren Heritage Society
101 Chester Street
Front Royal, VA 22630
540.636.1446
office@warrenheritagesociety.org

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

APPLICANT INFORMATION

Name: _____ Date: _____

Present Address: _____

City/Town: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

Position Applied For: _____ Date you can start work: _____

Are you 18 years of age or older? Yes No

Are you able to submit proof you are legally eligible for employment in the United States? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No

Date: _____ Felony/Misdemeanor, Nature of Offense: _____

Date: _____ Felony/Misdemeanor, Nature of Offense: _____

Note: 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.

EDUCATION HISTORY

High School Name: _____ Location: _____

Date of Graduation: _____ Degree Certificate: _____

Major Subjects Studied: _____

College Name: _____ Location: _____

Date of Graduation: _____ Degree Certificate: _____

Major Subjects Studied: _____

Trade/Business School Name: _____ Location: _____

Date of Graduation: _____ Degree Certificate: _____

Major Subjects Studied: _____

EMPLOYMENT HISTORY

Applicants may provide a detailed resume in lieu of completing the following.

If you submit a resume, may we contact your past employer? Yes No

May we contact your present employer? Yes No

Name of Present/Last Employer: _____

Job Title: _____ Final Annual Salary: _____

Starting Date: _____ Ending Date: _____

Name & Title of Supervisor: _____

Email: _____ Phone Number: _____

Description of Work: _____

Reason for Leaving: _____

Name of Present/Last Employer: _____

Job Title: _____ Final Annual Salary: _____

Starting Date: _____ Ending Date: _____

Name & Title of Supervisor: _____

Email: _____ Phone Number: _____

Description of Work: _____

Reason for Leaving: _____

Name of Present/Last Employer: _____

Job Title: _____ Final Annual Salary: _____

Starting Date: _____ Ending Date: _____

Name & Title of Supervisor: _____

Email: _____ Phone Number: _____

Description of Work: _____

Reason for Leaving: _____

REFERENCES

List the names of three (3) persons not related to you that have knowledge of your qualifications for this job.

Name: _____ Relationship: _____

Email: _____ Phone Number: _____

Name: _____ Relationship: _____

Email: _____ Phone Number: _____

Name: _____ Relationship: _____

Email: _____ Phone Number: _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby certify that all entries on this application are true and complete to the best of my knowledge, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment. I hereby authorize any representative of the Warren Heritage Society, bearing this release, or a copy thereof, within one (7) year of its date, to obtain any information from schools, residential management and/or credit agents, employers, criminal justice agencies, or any individual or business that can attest to my personal or professional activities. This information may include, but is not limited to, academic achievement, performance, attendance, personal history, training, disciplinary actions, credit, driving, criminal, civil court records and conviction and arrest records. I hereby authorize and request your release of such information upon request of the bearer. I understand that the information released is for official use only by authorized agents of Warren Heritage Society as necessary in the fulfillment of official responsibilities. I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any question as to the validity of this release, you may contact me as indicated below. I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with Warren Heritage Society is of an "at will" nature, which means that employment is not for any specific time period or duration, and that the employee may resign at any time and the employer may discharge employee at any time with or without cause.

Applicant Signature: _____

Date: _____