

TOWN OF BOONES MILL  
P. O. Box 66  
Boones Mill, VA 24065

Townofboonesmill@gmail.com

540-334-5404



## Application for Employment

Unless otherwise stated, applications are only accepted for jobs which are currently posted and open. Please complete this application form to be considered for a vacancy. Mail or email your application to the addresses above, or you may bring it to the Town Office during regular business hours.

<b>Name:</b>			
<b>Address:</b>			
<b>Primary Phone:</b>		<b>Secondary Phone (optional):</b>	
<b>Email:</b>			
<b>Position applied for:</b>			
<b>If accepted for employment, when can you begin work?</b>			

### Equal Opportunity and Diversity Matter in Boones Mill

The Town of Boones Mill provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, or genetics. In addition to federal law requirements, the Town of Boones Mill complies with applicable state laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.

## Work History

Please list up to two work experiences which best illustrate your qualifications for this position. A complete work history may be requested at an interview but is not required for this application. You may attach other work documents with your application, for example a resume or portfolio.

<b>Employer name</b>			
<b>Employer address</b>			
<b>Employer phone</b>		<b>Your job title or role</b>	
<b>Your starting wage/salary</b>		<b>Your supervisor's name and job title or role</b>	
<b>Your final wage/salary</b>			
<b>How long did you work there?</b>			
<b>Reason for leaving</b>			
<b>Describe your work and duties</b>			

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<b>How long did you work there?</b>			
<b>Reason for leaving</b>			
<b>Describe your work and duties</b>			

### References

Please provide the names of three individuals not related to you, in addition to the work supervisors on the previous page, who can share information regarding your ability to perform this job.

Name	Phone	Email or alternate phone number	Nature of relationship

### Educational Background

Please list the educational experiences which best illustrate your qualifications for this position. A complete academic history may be requested at an interview but is not required for this application. You may attach other educational documents with your application, for example a copy of a license.

Name of School	Location	Major/Subject	Diploma/certification earned

Please describe any additional job related courses or training you have completed. Or, list any special qualifications, skills, certificates, licenses and professional associations or additional information you feel will be helpful to us in considering your application.

### Conditions

Please be advised of the following conditions. You are not required to disclose related information in this initial application. Certain documentation may be required prior to employment or to an offer of employment:

- **Age eligibility:** For minors, proof of work eligibility is required.
- **Criminal record:** A criminal background check may be conducted, and any convictions will be evaluated against the requirements of the position on an individual basis.
- **Driver's license:** If required for certain positions, a valid driver's license may be required.
- **Disability:** Reasonable accommodations will be made for persons with disabilities. Employees must be able to perform job requirements, either with or without accommodations.
- **Legal status:** Documentation of status to work legally in the USA is required.

### Certification

I hereby certify that the information given in this application is true and accurate to the best of my knowledge and belief. I understand that false or incomplete statements may be grounds for disqualification from employment. I authorize my former employers and any other persons or organizations to provide any information they have about me, and I release all concerned from any liability in connection therewith.

Signature:	
Date:	

### Attachments

You are welcome to attach or enclose any additional documents which may help us to better understand your qualifications. These may include, but are not limited to, a cover letter, resume, portfolio, licenses, military discharge documents, or letters of recommendation.