



7100 Cloyd's MT. Road
PO BOX 1246
Dublin, VA 24084
Phone: (540) 674-1677
FAX: (540) 674-1431

APPLICATION FOR EMPLOYMENT

New River Resource Authority is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, gender, gender identity/expression, sexual orientation, national origin, political affiliation, pregnancy, childbirth or related medical conditions, marital status, disability, or status as a veteran or other status protected by law.

Applications are considered active for no more than six months and after that period it may be necessary to reapply to be considered for employment.

Personal:

Name: _____ Date: _____

Address: _____
Number & Street City State Zip Code

Position Sought _____ ☐ Full Time ☐ Part Time

Date Available _____ Hourly Rate Required _____

Phone Number _____ Email _____ Date of Birth _____

CDL ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

(If offered employment, you will be required to provide documentation to verify eligibility)

Education: Please indicate education or training which you believe qualifies you for the position you are seeking.

School(s) _____ City/State _____

Major(s) _____ Degrees Earned _____ Year Graduated _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____



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Professional License or Membership:

Type of License(s) Held _____ State of Virginia License Number _____

License Expiration Date _____ Other Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, gender and sexual orientation, religion, national origin, ancestry, age, disability, marital status, veteran, or any other protected status).

Have you been convicted of any offense other than a minor traffic violation? ____ If yes, please explain and provide dates of conviction. A conviction does not automatically mean you cannot be hired. The type of conviction(s) and how long ago are important.

Skills:

Office:

Data Entry: ☐ Excel or Other Spreadsheet ☐ Database Typing Speed ____ (WPM)

Word Processing: ☐ WordPerfect ☐ MSWord Other _____

Other Software Skills _____

Have you ever been employed in any facility of NRRA? ☐ Yes ☐ No

If so, please state facility name and location and dates of employment. _____

Reason for Leaving _____

Are you related to anyone working at NRRA ☐ If yes, relation: _____



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Employment: List last employer first, including U.S. Military Service.

May we contact your present employer? ☐ Yes ☐ No

If any employment was under a different name, indicate name _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr)

Supervisor _____ Department _____

Duties _____

☐ Full Time ☐ Part Time No. Of Hours _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr)

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If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history _____

Have you ever been discharged or asked to resign from a job? ☐ Yes ☐ No

If yes, explain _____

Professional References Only:

Name and Relation _____

Phone _____

Email _____

Name and Relation _____

Phone _____

Email _____

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Phone _____

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APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize NRRA to verify their accuracy and to obtain reference information on my work performance. I hereby release NRRA from any/all liability of whatever kind and nature which, at any time, could result from obtaining and basing and employment decision on such information I understand that falsified statements of any kind or omissions of facts called for on this application may result in disqualification for consideration for employment or, if already employed, grounds for immediate dismissal.

I understand that should an employment offer be extended to me and accepted, I will fully adhere to the policies, rules, and regulations of employment of the NRRA. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the NRRA may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ **Date:** _____