

SENIOR SERVICES of SOUTHEASTERN VIRGINIA, INC.

APPLICATION FOR EMPLOYMENT  
Print in ink or use typewriter

Position Applied for: \_\_\_\_\_

1. FULL LEGAL NAME \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

2. SOCIAL SECURITY NUMBER

3. PERMANENT ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

4. PHONE: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ MAY WE CONTACT YOU AT WORK?

5. List business persons who know your qualifications, but not related, for at least three years.

NAME	TITLE	BUSINESS	PHONE	YEARS KNOWN
1.				
2.				
3.				

6. Have you ever been convicted of a law violation, excluding moving traffic violations and excluding offenses committed **before your eighteenth birthday**, which were finally adjudicated in a Juvenile Court or under a Youth Offender law? \_\_\_\_\_ Law Violation Conviction?

7. Have you ever been dismissed or forced to resign or have you ever resigned in order to avoid being dismissed? \_\_\_\_ Yes \_\_\_\_ No (If you answered Yes, please explain:

8. For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of Illegal Immigrants," please state whether you are legally eligible for employment in the United States. (You are legally eligible for employment if you are a United States Citizen or if you have an appropriate permit to work in the United States issued by the U.S. Dept. of Justice or U.S. Dept. of Labor.)  
\_\_\_\_ Yes \_\_\_\_ No (If you answered No, please explain:

9. Do you have any physical limitations to perform the job applied for? (If yes, explain the type of accommodation required.) \_\_\_\_ Yes \_\_\_\_ No

ACCOMMODATION:

10. If you possess any license (other than Driver's License), certificate or other authorization to practice a trade or profession, complete the following section.

Type of License or Certificate	License Number	Expiration Date	Granted by (Licensing Board)

**EDUCATION AND TRAINING**

**HIGH SCHOOL/Jr.HIGH/ELEMENTARY**

COMPLETE ADDRESS

HIGHEST GRADE COMPLETED

If you did not graduate, do you have a high school equivalency certificate?

\_\_\_ Yes

\_\_\_ No

Circle one: GED

USAF1

OTHER

**College or University**

Name and Location	(OPTIONAL) Dates Attended		CREDITS		Major and/or Specialty	Type of Degree or Certificate
	From	To	Sem. Hrs.	Qtr. Hrs.		
School/Location						
School/Location						
School/Location						
School/Location						
Trade School/Location						
Apprentice School/Location						

11. If you expect to receive a High School Diploma or College Degree within the next three (3) months, please complete the following:

Type of Degree or Diploma \_\_\_\_\_ Date expected

12. List any other education, training, special skills (Business, Secretarial, Vocational, Technical, Military or Correspondence courses) you have or possess related to this job. Give dates and number of hours certificates \_\_\_\_\_ or \_\_\_\_\_ licenses \_\_\_\_\_ received.

13. Give speed in words per minute: **Shorthand** \_\_\_\_\_ **Typing**

**DRIVER INFORMATION**

Valid Driver's License Number: _____	State: _____
List any moving violations during the last five (5) years:	
Please furnish a copy of your Department of Motor Vehicles Driving Record	







**APPLICANTS CERTIFICATION**

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance. Please *verify* your understanding of the following statements **by affixing your initials**:

\_\_\_\_\_ I understand that **Senior Services of Southeastern Virginia is an "at will" Employer and this application for employment is not an offer of an Employment Contract.** Persons are hired by Senior Services with the understanding that employment may be terminated by employee or employer for any reason or at any time.

\_\_\_\_\_ I hereby certify that this application is a complete record and that all entries on both sides and on all attachments are true and accurate to the best of my knowledge. I understand that all information on this application is subject to verification.

\_\_\_\_\_ I consent to references and former employers being contacted in reference to being considered for employment. **If you have a specific request regarding references, please indicate:**

Date \_\_\_\_\_

Signed