



625 Innovation Drive, Suite 104
 Chesapeake, VA 23320
 757-842-4470

Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

AN EQUAL OPPORTUNITY EMPLOYER

Please Print

Position(s) applied for:		Date of application:	
Name:			
Address:			
Home Phone#:		Mobile#:	E-mail Address:
If you are under 18 and it is required, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no , please explain:			
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , give dates and positions:			
Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date available for work:		What is your desired salary range?	
Type of employment desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal			
Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more information about the job's "essential functions" to respond.			
Driver's license number required if driving may be required in position for which you are applying:			State:
Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account			
Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes , please provide date(s) and details:			

Employment History

Starting with your most recent employer, provide the following information:

Employer:	Date Employed	To
Address (Street, City & Zip) :	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$ _____ per
Position:	Commissions, Bonus, Other Compensation \$	
Immediate supervisor and title (for most recent position held):		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Starting job title/final job title:		
Summarize the type of work performed and job responsibilities:		
Employer:	Date Employed	To
Address (Street, City & Zip) :	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$ _____ per
Position:	Commissions, Bonus, Other Compensation \$	
Immediate supervisor and title (for most recent position held):		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Starting job title/final job title:		
Summarize the type of work performed and job responsibilities:		
Employer:	Date Employed	To
Address (Street, City & Zip) :	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	\$ _____ per
Position:	Commissions, Bonus, Other Compensation \$	
Immediate supervisor and title (for most recent position held):		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Starting job title/final job title:		
Summarize the type of work performed and job responsibilities:		



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Skills & Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes, include software titles and years of experience)

<input type="checkbox"/> Word Processing:	Years:	<input type="checkbox"/> Email:	Years:
<input type="checkbox"/> Spreadsheet:	Years:	<input type="checkbox"/> Internet:	Years:
<input type="checkbox"/> Presentation:	Years:	<input type="checkbox"/> Other:	Years:

Educational Background

School (Include City & State)	Years Completed	Degree, Diploma or Certificate Obtained:	GPA	Course of Study

Professional References

Name	Title	Relationship	Phone	# of Years Known

Emergency Contacts

Name:		Relationship:	
Address:			
Home phone:	Cell phone:	Work phone:	
Name:		Relationship:	
Address:			
Home phone:	Cell phone:	Work phone:	

Military Experience

Have you served in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No	What Branch?
Served from: _____ to: _____	
Do you have any military commitment that would influence your work schedule? <input type="checkbox"/> <input type="checkbox"/> No	
If yes, please explain:	

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information that I have provided that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: _____



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VOLUNTARY APPLICANT AFFIRMATIVE ACTION INFORMATION SHEET

As an Equal Opportunity Employer, we do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, genetic information, veteran status, or any other classification protected by federal, state, or local law. As a federal contractor, we comply with government regulations and affirmative action responsibilities where applicable.

Completion of this data is voluntary and will not affect your opportunity for employment. This information is solely to help us comply with government record keeping, reporting, and other legal requirements and will be kept in a confidential file separate from the Application for Employment. Thank you for your cooperation.

(PLEASE PRINT)

Position(s) applied for: _____

Date: _____

Referral Source: Advertisement Friend Relative Walk-in Other _____

Name: _____

Phone: _____

Address: _____

Street

City

State

Zip Code

Sex: (Check one) Male Female

Race/Ethnicity: (Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.