

# Virginia Varsity Transfer

## Employment Application

Virginia Varsity Transfer is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Type of work desired: Full-time ☐ Part-time ☐ Summer ☐

How did you hear about this position? \_\_\_\_\_

Have you ever worked for this company? \_\_\_\_\_ If yes, when? \_\_\_\_\_

What date can you start working if you are hired? \_\_\_\_\_

Are you available to work anytime? \_\_\_\_\_ If no, please list the times that you are available to work below

#### Days and Times Available for Work

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							

If needed, are you available to work overtime? \_\_\_\_\_

If needed, are you available to travel (overnight)? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ If no, are you authorized to work in the U.S.? \_\_\_\_\_

This job requires frequent heavy lifting (up to 75 pounds), walking, and bending. Are you able to perform these functions without difficulty? \_\_\_\_\_

If no, is there any reasonable accommodation that would allow you to perform those functions? \_\_\_\_\_

Have you been discharged from employment or been given the option of submitting a resignation from employment in lieu of being discharged in the last seven years? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

## Applicant's Acknowledgment

I certify the information given by me in this application is true and complete in all respects and understand any falsification or omission shall be sufficient cause for separation from or refusal of employment.

I certify that I am eligible under all state and federal laws to accept employment.

I authorize Virginia Varsity Transfer, Inc. to obtain information concerning my background, employment, and qualifications from governmental agencies, past or present employers, academic institutions, and any listed or developed personal reference.

I authorize my former employers, and persons listed as references on this application to furnish any information concerning my personal character, habits, and employment record, and I release all such persons from any liability or damages incurred as a result of inquiry and furnishing this information.

If employed, I may terminate my employment at any time without notice or cause, and Virginia Varsity Transfer, Inc. may terminate or modify the relationship at any time without notice or cause. I understand that my employment is for no definite period of time and is terminable at-will. If terminated, Virginia Varsity Transfer, Inc. is liable only for wages or salary earned as of the date of termination. In consideration of my employment, I agree to conform to the policies and procedures of Virginia Varsity Transfer, Inc. and understand that no representative of Virginia Varsity Transfer, Inc., other than a President, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this agreement.

I have read this and understand this agreement and certify the information I have provided in my employment application is true and complete. I further understand that if I provided any false information, I will be ineligible for employment and/or separated from employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_