

**APPLICATION FOR EMPLOYMENT  
PRESERVATION VIRGINIA  
204 WEST FRANKLIN ST.  
RICHMOND VIRGINIA 23220**

Preservation Virginia is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

**PERSONAL:**

Name \_\_\_\_\_ Date \_\_\_\_\_  
           Last                      First                      Middle

Address \_\_\_\_\_  
           Number & Street            City            State            Zip Code

Position Sought \_\_\_\_\_ Full Time \_\_\_ Part Time

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_ Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_ Are you over 18 years old? \_\_\_ 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.)

Do you require accommodation to perform any essential functions of this position? \_\_\_ Yes \_\_\_ No  
 If yes, please describe: \_\_\_\_\_

**RECORD OF CONVICTION:**

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?  
 \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_  
 (A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YEAR ATTENDED	GRADUATED	DEGREE
HIGH SCHOOL			9 10 11 12	[ ] YES [ ] NO	
COLLEGE			1 2 3 4	[ ] YES [ ] NO	
COLLEGE			1 2 3 4	[ ] YES [ ] NO	
GRADUATE SCHOOL			1 2 3 4	[ ] YES [ ] NO	
BUSINESS. TRADE OTHER			1 2 3 4	[ ] YES [ ] NO	

**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 \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ (Mo/Yr) To \_\_\_\_\_ (Mo/Yr) Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ (Mo/Yr) To \_\_\_\_\_ (Mo/Yr) Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ (Mo/Yr) To \_\_\_\_\_ (Mo/Yr) Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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: \_\_\_\_\_

**ATTENDANCE AND PUNCTUALITY INFORMATION:**

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the company? [ ] YES [ ] NO

If Yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

**Professional**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**Personal**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**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 Preservation Virginia to verify their accuracy and to obtain reference information on my work performance. I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release Preservation Virginia from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Preservation Virginia. 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 Preservation Virginia may terminate my employment at any time with or without notice or cause. I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**This application for employment is good for 30 days only.  
Consideration for employment after 30 days requires a new application.**