

The Town of Keyville is an Equal Opportunity Employer. We consider all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap; or any other legally protected status.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last
First
Middle

Address: _____
Street
(Apt)
City/State
Zip

Alternate Address: _____
Street
City/State
Zip

Contact Information: _____
(_____) Home Telephone
(_____) Mobile Telephone
Email

How did you learn about our company?

POSITION SOUGHT: _____ **Available Start Date:** _____

Desired Pay Range: _____ **Are you currently employed?** _____
Hourly or Salary

EDUCATION

| | Name and Location | Graduate? – Degree? | Major / Subjects of Study |
|---|-------------------|---------------------|---------------------------|
| High School | | | |
| College or University | | | |
| Specialized Training, Trade School, etc... | | | |
| Other Education | | | |

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name | Location | Role/Title |
|----------------|--------------|----------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

REFERENCES

Give name, address and telephone numbers of three references who are not related to you and are not all previous employers.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Letters of reference may be included with this application as an attachment.

Resume may be included with this application as an attachment.

A criminal background check and/or drug/alcohol screening may be required.

Town of Keysville
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keysville@kinex.net