

County Commission of Upshur County, West Virginia

Application For Employment

**PLEASE PRINT ALL
INFORMATION
EXCEPT SIGNATURE**

Please mail completed application to:
Office of the Upshur County Commission
38 West Main Street Buckhannon, West Virginia 26201

OFFICE USE ONLY:

Date received: _____
 Reviewed by: _____

PLEASE COMPLETE ALL PAGES

DATE _____

Name _____
Last First Middle Maiden

Present Address _____
Number Street City State Zip

How Long At Current Address? _____ Social Security # _____ - _____ - _____

Contact Telephone Number: () _____ Best Time To Contact You: _____

Are you under age 18? ___YES ___NO If "YES", can you provide proof of your eligibility to work? ___YES ___NO

Are you currently authorized to work in the United States? ___YES ___NO. (Proof of eligibility will be required if hired.)

Position Applied For: _____ Requested Wage or Salary: _____

Times Available to Work: (please indicate)
 Sunday: _____ Monday: _____
 Tuesday: _____ Wednesday: _____
 Thursday: _____ Friday: _____
 Saturday: _____

How Many Hours Can You Work Weekly? _____

Employment Desired: FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When Are You Available To Start Work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Graduate / Other				

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying? Yes No (A conviction record will not necessarily disqualify you from employment.)

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. _____

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APPLICATION FOR EMPLOYMENT

MILITARY

Have you ever been in the armed forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Employment History Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary
Address City, State, Zip Code Phone Number		From	Start
		To	Final
Your Last Job Title			
Reason for Leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this location.			

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Address City, State, Zip Code Phone Number		From	Start
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Reason for Leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this location.			

May we contact your present employer? Yes No

DO NOT ANSWER THESE QUESTIONS UNLESS YOU HAVE RECEIVED A JOB DESCRIPTION OF THE POSITION THAT INFORMS YOU ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential functions of the job for which you have applied? ____ Yes ____ No

A review of the essential functions has been provided to me. ____ Yes ____ No

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each section, please provide your signature in the spaces provided below.

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other County practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the County, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument approved by the Upshur County Commission with authorization for the President of the Upshur County Commission to affix their signature. The undersigned and County may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the County may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

Signature: _____

Date: _____

I authorize investigation of all statements contained in my application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the County permission to contact schools, previous employers (unless otherwise indicated), references and others and do hereby release the County from any liability as a result of such contact.

Signature: _____

Date: _____

I understand that, in connection with the routine processing of my employment application, the County may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, the County will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Signature: _____

Date: _____

I understand that, in connection with the routine processing of my employment application, the County may request or conduct a criminal background request or investigation so as to ascertain whether I have been convicted of a crime which is substantially related to the functions or qualifications of the job for which I am applying. In addition, I understand that such convictions, if any, will not necessarily disqualify my employment with the County.

Signature: _____

Date: _____

The County Commission of Upshur County, West Virginia, is an equal employment opportunity employer and adheres to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. Opportunity for employment Upshur County depends solely on your qualifications. Upshur County has established a drug free and tobacco free work environment.