

BERKELEY COUNTY GOVERNMENT

400 West Stephen Street, Suite 201

MARTINSBURG, WV 25401

EMPLOYMENT APPLICATION

(PLEASE PRINT)

POSITION APPLIED FOR:		DATE OF APPLICATION		
HOW DID YOU LEARN ABOUT US?				
<input type="checkbox"/> ADVERTISING		<input type="checkbox"/> EMPLOYMENT AGENCY		<input type="checkbox"/> FRIEND
<input type="checkbox"/> RELATIVE		<input type="checkbox"/> WALK-IN		<input type="checkbox"/> OTHER_____
LAST NAME		FIRST NAME		MIDDLE NAME
NO.	STREET	CITY	STATE	ZIPCODE
TELEPHONE NUMBER(S)			SOCIAL SECURITY NUMBER	

If you are under 18 years of age, can you provide required proof of you eligibility to work? yes no

Have you ever filed and application with us before? yes no
If Yes, give date _____

Have you ever been employed with us before? yes no
If Yes, give date _____

Are you currently employed? yes no

May we contact your present employer? yes no

Are you prevented from lawfully becoming employed in this county because of Visa or Immigration Status? yes no
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? _____

Are you available to work: [] Full Time [] Part Time [] Temporary

Are you currently on "lay-off status and subject to recall? yes no

Can you travel if a job requires it? yes no

Have you ever been convicted to a felony? yes no
If Yes, explain _____

EMPLOYMENT HISTORY: Beginning with present employment. Please fill in all sections completely.

NAME OF _____
MAILING ADDRESS _____
TYPE OF BUSINESS _____
LAST POSITION HELD _____
NAME OF SUPERVISOR/TELEPHONE NUMBER _____
DESCIRBE THE WORK YOU DID _____

REASON FOR LEAVING _____

EMPLOYED FROM _____
TO _____
STARTING SALARY _____
LAST SALARY _____
PART TIME
FULL TIME

NAME OF _____
MAILING ADDRESS _____
TYPE OF BUSINESS _____
LAST POSITION HELD _____
NAME OF SUPERVISOR/TELEPHONE NUMBER _____
DESCIRBE THE WORK YOU DID _____

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EMPLOYED FROM _____
TO _____
STARTING SALARY _____
LAST SALARY _____
PART TIME
FULL TIME

IF MORE SPACE IS NEEDED USE ADDITIONAL SHEETS

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

<p>Describe any specialized training, apprenticeship, skills, and extra-curricular activities.</p> <hr/> <hr/> <hr/> <hr/> <hr/>

Instructions to applicant regarding form: Please sign for where requested and date it with the current date. Each employer you listed under Employment History will receive a reference and be asked to answer the remaining questions.

REFERENCE SHEET

To Whom It May Concern:

The person named below has given you name as a past employer. Your response will be kept in strict confidence.

Please return this form in the addressed envelope enclosed for you convenience.

Sincerely,

I hereby authorize the organization listed below to disclose any requested information regarding my employment with said organization to the Berkeley County Commission Offices and agree to release the organization and its agent from all liability as a result of such a disclosure.

Applicant's Signature

Date

Name: _____ Employed from _____ to _____

Company: _____

Location of Employment: _____

Reason for Terminations: _____

Eligible for Rehire? _____ Yes _____ No

Job Title at Terminations: _____

Highest Job Title Held: _____

Final Average Monthly Earnings: \$ _____

Does this person have a history of work place violence?

Company Officer

Title

Date

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ADDITIONAL INFORMATION

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS

PC FAX CALCULATOR TYPEWRITER

COMPUTER PROGRAMS: (PLEASE LIST) _____

OTHER _____

State any additional information you feel may be helpful to us in considering your applications.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED 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 activities involved in the job or occupation for which you have applied?

yes no (please explain)

REFERENCES

1. _____
NAME
PHONE

ADDRESS CITY STATE ZIP
CODE

2. _____
NAME
PHONE

ADDRESS CITY STATE ZIP
CODE

3. _____
NAME
PHONE

ADDRESS CITY STATE ZIP
CODE

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is on an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless charge is specifically acknowledged in writing by a County Commission order.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules of the employer

Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview yes no

Remarks _____

Employed yes no Date of Employment _____

Job Title _____ Hourly rate/salary _____

NOTES: _____

AFFIRMATIVE ACTION FORM

FILLING OUT THIS FORM IS VOLUNTARY ON THE PART OF THE APPLICANT. THE INFORMATION ON THIS FORM WILL HELP BERKELEY COUNTY TO ENSURE THAT THERE IS NO DISCRIMINATION IN HIRING PRACTICES OF THE COUNTY. THIS FORM HAS BEEN ADDED TO THE APPLICATION IN COMPLIANCE WITH BERKELEY COUNTY'S AFFIRMATIVE ACTION POLICY.

Please place an **X** in the spaces that apply to you.

Gender

Male Female

Ethnic Background

American Indian or Native Alaskan

Asian or Pacific Islander

Black (not of Hispanic origin)

Hispanic

White (not of Hispanic origin)