Blue Ridge Resource Authority
225 Landfill Rd. Buena Vista, Va. 24416
(540) 264-0213 Fax: (540) 264-0171

Application For Employment

Unless otherwise stated, applications are only accepted for jobs which are currently open. Be sure to list the title of the job you are applying for. Incomplete applications will not be considered. Mail or bring your application to the address listed above.

NAME _____ _____ _____
Last First Middle

ADDRESS _____

HOME PHONE _____ **WORK PHONE** _____
(Only if we may contact you at work)

POSITION APPLYING FOR: _____

Have you previously worked for The Blue Ridge Resource Authority ? ☐ Yes ☐ No

If YES, Provide Dates: _____

If you are under 18 years of age can you provide proof of eligibility to work? ☐ Yes ☐ No

Are you legally eligible to work in the United States? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon employment

BLUE RIDGE RESOURCE AUTHORITY

Do you have a valid driver's license? ☐ Yes ☐ No If Yes, State _____

Do you have a valid Commercial Driver's License? ☐ Yes ☐ No If Yes, State _____

Available for ☐ Full-Time ☐ Part-Time ☐ Temporary work

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EDUCATIONAL BACKGROUND

High School Graduate or GED? ☐ Yes ☐ No

Name of Institution	Major/ Subject of Interest	Date Attended	Degree Earned
			Yes / No
			Yes / No
			Yes / No

List any special qualifications, skills, certificates, licenses, professional associations or additional information you feel will be helpful to us in considering your application.

REFERENCES

Provide the names of Three Professional References **NOT** related to you, in addition to employment supervisors, who can provide information regarding your ability to perform this job.

NAME	ADDRESS	PHONE NUMBER	YEARS ACQUAINTED
1)			
2)			
3)			

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EMPLOYMENT HISTORY

Give a complete record of your employment history including part-time work, military service and volunteer work.
List all experience in order, starting with your present or most recent position and working back.
Describe your duties and responsibilities in each position. Attach additional sheets if necessary.

1. Dates of Employment

From To

Title or Position

Employer

Address

Supervisor

Telephone

Starting Salary

Ending Salary

Description of Work

Reason for leaving

2. Dates of Employment

From To

Title or Position

Employer

Address

Supervisor

Telephone

Starting Salary

Ending Salary

Description of work

Reason for leaving

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3. Dates of Employment

From _____ To _____

Title or Position _____

Employer _____

Address _____

Supervisor _____

Telephone _____

Starting Salary _____

Ending Salary _____

Description of work _____

Reason for leaving _____

4. Dates of Employment

From _____ To _____

Title or Position _____

Employer _____

Address _____

Supervisor _____

Telephone _____

Starting Salary _____

Ending Salary _____

Description of work _____

Reason for leaving _____

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May we contact your present employer for references? ☐ Yes ☐ No

May we contact you at your present place of employment? ☐ Yes ☐ No

Are you fully able to perform the essential duties of the job, as set forth in the job description for this position, for which you are applying? ☐ Yes ☐ No

If no, please explain. A disability will not bar you from employment if you are able to perform the essential duties of the job with reasonable accommodations

CERTIFICATION

I hereby certify that the information given in this application is true and accurate to the best of my knowledge and belief. I understand that false or incomplete statements may be grounds for disqualification from employment. I authorize The Blue Ridge Resource Authority to conduct a background investigation pursuant to my employment with the Authority. I authorize my former employers and any other persons or organizations to provide any information they have about me, and I release all concerned from any liability in connection therewith. I further understand that any employment is conditioned upon successful completion of a probationary period.

BLUE RIDGE RESOURCE AUTHORITY

Signature _____ Date _____