

AUTHORIZATION FOR RELEASE

Of Any Information In Connection With Employment
Application and Other "Employment" Purposes
Including Reference Checks and Verification

To assist in evaluation of employment application and/or for employment purposes.

I authorize the Town of Bedford, Virginia, to request and receive any and all information concerning me from any persons, schools, companies, corporations, partnerships, government or government sub-divisions, agencies or other entities including, but not limited to, law enforcement agencies, licensing agencies and any of my previous employers. This authorization includes, but is not limited to, authorization for the Town of Bedford to check and verify any information contained in my employment application including DMV records.

I hereby authorize any and all of the aforesaid enumerated parties to furnish the Town of Bedford any and all information concerning me.

I further release all parties referred to herein and the Town of Bedford, and/or employees from any and all liability and responsibility arising out of the release of any information concerning me.

Name _____ Maiden (?) _____
Last First Middle

Date of Birth _____ (Only used for record confirmation)

Social Security Number _____

Current Address: _____ How long? _____

City, State, Zip: _____

Previous Address: _____ How long? _____

City, State, Zip: _____

Driver's License # and State issued: _____

Please list all other names that information may be listed under:

Signed: _____ Date _____

MUST BE SIGNED IN THE PRESENCE OF A NOTARY FOR THE APPLICATION TO BE VALID

Subscribed and sworn to before me this ____ day of _____, in the city/town or county of _____
_____ and the state of _____.

Notary Public signature and Date

Notary Public Printed Name



Open Position applying for: _____
(An application must be submitted for each position)

APPLICATION FOR EMPLOYMENT
Town of Bedford 215 E. Main Street
Bedford, Virginia 24523

Town of Bedford Website: www.bedfordva.gov

INSTRUCTIONS

Please read and follow directions carefully

The Town of Bedford only accepts applications and resumes for current openings. Openings are posted on the Town Website and at the Town Municipal Building, 215 East Main Street, Bedford, Virginia, on Bedford Government Information Channel 12 and the Virginia Employment Commission.

Your application should include the following inserts: (In order for your application to be considered for employment with the Town of Bedford, both forms must be submitted with each application).

Fair Credit Reporting Act Disclosure Form

Fair Credit Reporting Act Acknowledgement and Consent Form

- Fully complete all sections of the application. A supplemental form for additional employment history is available.
- The completeness and appearance of your application will be considered in the selection process and therefore should represent your best effort.
- A separate original application for each position for which you apply is preferred. However, a copy of the application may be submitted if applying for more than one position.
- Applications that are received unsigned, or after the closing date, will not be processed.
- Applications, resumes, letters of reference and other information submitted will become the property of the Town and will not be returned.
- Residency in the Town of Bedford may be required for certain positions.

In order to learn the most effective way of informing interested persons of the job opportunities with the Town of Bedford, please check below how you learned of the job opening with the Town.

Town of Bedford Website:

From a Town Employee:

Cable TV (Channel 12):

Virginia Employment Commission:

Newspaper (Name of Newspaper): _____

Other (please specify): _____

Number of Attachments: _____

**Town of Bedford, Virginia
Application for Employment
An Equal Opportunity Employer**

Open Position applying for: _____
(An application must be submitted for each position)

PERSONAL INFORMATION:

NAME: _____ Social Security Number: _____
 First Middle Last

Present address: _____
 Street City State Zip Code

Previous address: _____
 Street City State Zip Code

Phone number (Day): _____ (Evening): _____

Are you a current employee or have you worked for the Town of Bedford in the past? Yes No If yes, when _____

Your name when employed (if different): _____

Do you have a valid driver's license? Yes No CDL? Yes No Endorsements (if any): _____

Expiration date: _____ Issuing state: _____

Have you ever been convicted of a: Felony Yes No b: Misdemeanor Yes No

If yes, please explain:

Any traffic infractions (moving violations) Yes No If yes, please explain and give dates: _____

(A conviction or violation does not automatically eliminate you from employment consideration. The nature of the offense, when it occurred and the requirements of the position will be taken into consideration.)

Have you ever been fired or asked to resign from a job? Yes No

If yes, give date(s), name and address of employer, and reason (attach additional sheets if necessary): _____
none

(A firing or forced resignation does not automatically eliminate you from employment consideration. The circumstances, time elapsed, and employment record may be considered.)

Failure to be completely truthful and accurate may cause you to be disqualified from employment consideration or result in termination if discovered after employment.

EDUCATION:

Do you have a High School Diploma? Yes No GED? Yes No

School name and address: _____

ADDITIONAL EDUCATION:

Name and Address	Number of Years completed	Degree Completed (BA, BS, MA, etc., or certificate)	Field(s) of Study
College			
Graduate Work			
Other (i.e., business, secretarial, vocational, technical, military, etc.)			

Please list any special skills, qualifications, professional memberships or other matters that you believe qualify you for the position you are seeking. (Do not disclose membership in organizations that do not relate to the position you are seeking.)

REFERENCES:

List names and contact information for three people that know your qualifications. Incomplete information could affect your consideration.

Name and Occupation	Company	City and State	Phone # (include Area Code)
1.			
2.			
3.			

WORK HISTORY:

Give a complete record of your employment history including part-time work, military service, and volunteer experience. List all experience in order, starting with your present or most recent position and working back. Describe your duties and responsibilities in each position so that your experience may be thoroughly and fairly evaluated. Use *supplementary Experience Form* for additional space. Account for all periods of unemployment.

May we contact your present employer? Yes No

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: _____ To: _____
		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: _____ Final Salary: _____
Number of people you supervised: _____		Reason for leaving: _____
Description of duties:		

SUPPLEMENTAL SHEET

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked:	To:
		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary:	Final Salary:
Number of people you supervised:		Reason for leaving:	
Description of duties:			
Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked:	To:
		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary:	Final Salary:
Number of people you supervised:		Reason for leaving:	
Description of duties:			
Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked:	To:
		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary:	Final Salary:
Number of people you supervised:		Reason for leaving:	
Description of duties:			