



City of Bristol, Virginia Employment Application Form

TO APPLICANT:

We appreciate your interest in The City of Bristol, Virginia. Thank you for taking the time to complete this application.

Please sign and return, by mail, to:

City of Bristol, Virginia
Human Resources
300 Lee Street, Suite 209
Bristol, VA 24201

The City of Bristol Virginia is an Equal Employment Opportunity Employer.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you eligible to work in the United States? YES ☐ NO ☐ Employment Desired? Full Time ☐ Part Time ☐

Have you ever worked for this organization? YES ☐ NO ☐ Hours of work (per week) desired? _____

How did you hear about our job opening? _____

Education

High School _____ Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

College _____ Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

Other _____ Address: _____
Did you graduate? YES ☐ NO ☐ Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military

Branch: _____ From: _____ To: _____

Rank at Discharge: _____

**Are you currently in
the Armed Forces?**

YES
☐

NO
☐

Reference

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

PLEASE READ AND SIGN BELOW

I understand that employment with your company is "at will" and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement and certify that my answers are true and complete to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the City's service, whenever it is discovered.

I expressly authorize, without reservation, the City of Bristol Virginia, its representatives or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume, or job interview.

I understand that the company may as part of the hiring process request an investigative consumer report from a third-party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living. I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. No assurances to the contrary and no implied, oral or written agreements contrary to the foregoing express language are valid.

Signature: _____ Date: _____