



The City of Buena Vista is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Should an applicant need reasonable accommodation in the application process, they should contact the Human Resources department.

Applicant Information

Name (Last, First, MI): _____

Address: _____

Phone: _____ Email: _____

Date of Birth: _____

Do you have a valid Virginia driver's license? Yes No

Employment Position

Full Time Part Time Temporary/Seasonal

Position Applying for: _____

Date Available: _____ Desired Salary: _____

Employment Eligibility

Are you legally authorized to work in the U.S.? Yes No

Have you ever worked for this employer? Yes No

*If yes, when? _____

Education & Training

High School: _____

Location (City & State): _____

Degree Earned: _____

College/University: _____

Location (City & State): _____

Degree Earned: _____

Please list any additional training, skills, licenses (such as CDL), and/or qualifications that may be helpful in the position you are applying for:

Military Service

Are you a member of the Armed Services? Yes No If yes, which Branch? _____

Dates of Service: _____ Rank at time of Discharge: _____

Previous Employment

Employer Name: _____ Job Title: _____

Phone: _____ Supervisor: _____

Address: _____

Dates of Employment: _____

Primary Responsibilities: _____

Reason for Leaving: _____

Employer Name: _____ Job Title: _____

Phone: _____ Supervisor: _____

Address: _____

Dates of Employment: _____

Primary Responsibilities: _____

Reason for Leaving: _____

Employer Name: _____ Job Title: _____

Phone: _____ Supervisor: _____

Address: _____

Dates of Employment: _____

Primary Responsibilities: _____

Reason for Leaving: _____

May we contact your current/previous supervisors for a reference? Yes No



Professional References

Full Name: _____ Relationship: _____

Company: _____ Title: _____

Phone: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Title: _____

Phone: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Title: _____

Phone: _____ Email: _____

Disclaimer & Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate termination. I understand that all information on this application is subject to verification, and I consent to all references, former employers, and educational institutions listed being contacted regarding this application. I further authorize the City of Buena Vista to rely upon and use, as it sees fit, any information received from such contacts. I also understand that I will be subject to pre-employment and random drug screenings.

Applicant Signature

Date

Please return this application to the Human Resources Department, City Hall, 2039 Sycamore Avenue, Buena Vista, VA 24416 or email to cruley@bvcity.org

For questions or concerns, please contact Human Resources at (540)261-8614.