

TOWN OF CHRISTIANSBURG

APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION/COMMITTEE

PLEASE PRINT IN INK OR TYPE

Employees of the Town of Christiansburg and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, gender or age.

1. VACANCY APPLIED FOR: _____

2. FULL LEGAL NAME: _____

MIDDLE

3. ADDRESS: _____

ZIP

4. PRIMARY PHONE: (____) _____ 5. OTHER PHONE: (____) _____

5. EMAIL: _____

6. **EXPERIENCE:** Starting with the most applicable, describe your last two paid, military or voluntary experiences. Highlight your knowledge, skills and abilities which best describe your qualifications for this vacancy. You may list significantly different positions within the same organization as separate items. If you wish to list more than three positions, please attach a separate sheet.

HAVE YOU EVER WORKED FOR THE TOWN OF CHRISTIANBURG? YES _____ NO _____ IF YES, LIST DATES: _____

Position Title:	Dates	Duties
Organization:		
City/State:	To:	
Phone:	Hours/Week:	
Supervisor/Title:		

Position Title:	Dates	Duties
Organization:		
City/State:	To:	
Phone:	Hours/Week:	
Supervisor/Title:		

A. USE THIS SPACE TO LIST ANY SPECIAL SKILLS APPLICABLE TO THE APPOINTMENT YOU ARE SEEKING. INCLUDE TRAINING, SEMINARS, WORKSHOPS, SPECIAL ACHIEVEMENTS OR SPECIALIZED SKILLS:

[illegible]

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B. DRIVER'S LICENSE
TYPE _____ LICENSE NUMBER _____ EXPIRATION DATE _____ STATE _____

(NOTE: A COPY OF YOUR DRIVING RECORD WILL BE REQUIRED PRIOR TO EMPLOYMENT)

C. CERTIFICATE OR OTHER AUTHORIZATION TO PRACTICE A TRADE OR PROFESSION
TYPE _____ LICENSE NUMBER _____ EXPIRATION DATE _____ GRANTED BY (LICENSE BOARD) _____

7. EDUCATION

A. CIRCLE HIGHEST GRADE COMPLETED 5 6 7 8 9 10 11 12 **B. CIRCLE NUMBER OF YEARS OF POST HIGH SCHOOL EDUCATION** 1 2 3 4 5 6 7

C. IF YOU DID NOT COMPLETE HIGH SCHOOL, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY DIPLOMA?

NO _____ YES _____ IF YES, DATE RECEIVED _____

NAME & LOCATION OF INSTITUTION HOURS DEGREE RECEIVED MAJOR OR SPECIALTY DATES ATTENDED

1. _____
2. _____
3. _____

8. REFERENCES — LIST NAMES, ADDRESSES, AND RELATIONSHIPS OF THREE PERSONS NOT RELATED TO YOU WHO KNOW YOUR QUALIFICATIONS:

NAME ADDRESS PHONE RELATIONSHIP

9. MISCELLANEOUS:

A. FOR PURPOSES OF COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT, ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?
YES _____ NO _____ UNDER THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, YOU WILL BE REQUIRED TO FILL OUT A CERTIFICATION VERIFYING THAT YOU ARE ELIGIBLE TO BE EMPLOYED AND VERIFYING YOUR IDENTITY. FURTHER, YOU WILL BE REQUIRED TO PROVIDE DOCUMENTATION TO THAT EFFECT SHOULD YOU BE EMPLOYED.

NOTE: APPLICANTS WILL BE ASKED TO SIGN A RELEASE AND A COMPLETE CRIMINAL BACKGROUND CHECK WILL BE CONDUCTED PRIOR TO APPOINTMENT.

10. WHEN WILL YOU BE ABLE TO BEGIN SERVING ON A BOARD/COMMISSION/COMMITTEE? MONTH _____ DAY _____ YEAR _____

11. CERTIFICATION — EACH APPLICATION REQUIRES CURRENT DATE AND ORIGINAL SIGNATURE

I HEREBY CERTIFY THAT ALL ENTRIES ON BOTH SIDES AND ATTACHMENTS ARE TRUE AND COMPLETE, AND I AGREE AND UNDERSTAND THAT ANY FALSIFICATION OF INFORMATION HEREIN, REGARDLESS OF TIME OF DISCOVERY, MAY CAUSE FORFEITURE ON MY PART TO ANY APPOINTMENT OF SERVICE TO THE TOWN OF CHRISTIANBURG. I UNDERSTAND THAT ALL INFORMATION ON THIS APPLICATION IS SUBJECT TO VERIFICATION AND I CONSENT TO REFERENCES, FORMER EMPLOYERS, LAW ENFORCEMENT AGENCIES AND EDUCATIONAL INSTITUTIONS BEING CONTACTED REGARDING THIS APPLICATION. I FURTHER AUTHORIZE THE TOWN OF CHRISTIANBURG TO RELY UPON AND USE, AS IT SEES FIT, ANY INFORMATION RECEIVED FROM SUCH CONTACTS. INFORMATION CONTAINED ON THIS APPLICATION MAY BE DISSEMINATED TO OTHER AGENCIES, NONGOVERNMENTAL ORGANIZATIONS OR SYSTEMS ON A NEED-TO-KNOW BASIS FOR GOOD CAUSE SHOWN AS DETERMINED BY THE TOWN MANAGER OR DESIGNEE.

DATE: _____ APPLICANT SIGNATURE: _____

*APPLICATIONS WILL NOT BE ACCEPTED UNLESS A BOARD/COMMISSION/COMMITTEE VACANCY HAS BEEN ANNOUNCED BY THE TOWN OF CHRISTIANBURG. APPLICATIONS WILL BE KEPT AND ARE DESTROYED IN ACCORDANCE WITH VIRGINIA PUBLIC RECORDS MANAGEMENT GUIDELINES. APPOINTMENT APPLICATIONS FOR POSTED POSITIONS WILL BE KEPT ON FILE FOR A PERIOD OF THREE YEARS IN ACCORDANCE WITH VIRGINIA PUBLIC RECORDS MANAGEMENT GUIDELINES.