



Roanoke Valley-Alleghany  
**REGIONAL**  
**commission**

# Application for **Employment** *(Please Print)*

*We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.*

Date: \_\_\_\_\_

## I. PERSONAL INFORMATION

\_\_\_\_\_  
 Name: Last First Middle

\_\_\_\_\_  
 Present Address

\_\_\_\_\_  
 Permanent Address (if different than above)

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Telephone Number

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied For:** \_\_\_\_\_

1. How were you referred to RVARC? \_\_\_\_\_  
 \_\_\_\_\_

## II. EDUCATIONAL HISTORY

School Name/Location	Years Completed	Degree/Diploma
High School _____		
College _____		
Technical Training _____		
Other _____		

## III. EMPLOYMENT RECORD *(Please include all employment for the last ten years.)*

1. \_\_\_\_\_  
Company Name (Current or Most Recent Employer) Position Held \_\_\_\_\_

Address \_\_\_\_\_ Employed: \_\_\_\_\_ / \_\_\_\_\_  
From To

Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_  
Wage/Salary

Reason for Leaving \_\_\_\_\_

2. \_\_\_\_\_  
Company Name Position Held \_\_\_\_\_

Address \_\_\_\_\_ Employed: \_\_\_\_\_ / \_\_\_\_\_  
From To

Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_  
Wage/Salary

Reason for Leaving \_\_\_\_\_

3. \_\_\_\_\_  
Company Name Position Held \_\_\_\_\_

Address \_\_\_\_\_ Employed: \_\_\_\_\_ / \_\_\_\_\_  
From To

Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_  
Wage/Salary

Reason for Leaving \_\_\_\_\_

**NOTE:** Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion.

_____ (Employer's Name)	_____ Reason
_____ (Employer's Name)	_____ Reason

**IV. REFERENCES** *(Please do not include relatives)*

1. \_\_\_\_\_  
Name Years Known  
\_\_\_\_\_  
Address Telephone  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Occupation

2. \_\_\_\_\_  
Name Years Known  
\_\_\_\_\_  
Address Telephone  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Occupation

3. \_\_\_\_\_  
Name Years Known  
\_\_\_\_\_  
Address Telephone  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Occupation

**V. WORK AVAILABILITY**

1. If your application receives favorable consideration, when will you be able to begin work?  
\_\_\_\_\_  
\_\_\_\_\_

2. Can you travel if required by this position?    (    ) Yes    (    ) No

## VI. BACKGROUND RESEARCH RELEASE

Please read this section carefully and acknowledge your understanding by signing your name in the space below.

I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge.

### Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or, if discovered after an offer of employment, for immediate dismissal.

### Employment “At Will”

In consideration of my employment, I agree to conform to the rules and regulations of the Roanoke Valley-Alleghany Regional Commission, and my employment and compensation is “at will” in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either the Roanoke Valley-Alleghany Regional Commission or myself, except as otherwise provided by law. I understand that no representative of the Roanoke Valley-Alleghany Regional Commission, other than the Executive Director of the Roanoke Valley-Alleghany Regional Commission, has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the Executive Director of the Roanoke Valley-Alleghany Regional Commission.

### Authorization and General Release

The undersigned [Name of Applicant] in connection with this application authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services and former employers to release information they may have about me to the Roanoke Valley-Alleghany Regional Commission or its representatives and releases them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

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Applicant’s Signature

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Date

