

CITY OF VIENNA, WV

609 29th St
Vienna, WV 26105
(304) 295-4541



Application for Employment

FOR THE POSITION OF: _____

FIRST NAME: _____ MI: _____ LAST NAME: _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

PHONE: () _____ SSN: _____ FULL TIME PART TIME

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE CITY OF VIENNA? YES NO

IF YES, WHAT WAS YOUR POSITION/LOCATION? _____ DATES: FROM _____ TO _____

DATE AVAILABLE TO START WORK: _____ HOURS AVAILABLE FOR WORK: _____

REFERRED BY: OWN INITIATIVE STATE AGENCY ADVERTISEMENT OTHER: _____

DRIVER'S LICENSE NO.: _____ STATE OF ISSUANCE: _____ EXPIRATION DATE: _____

EDUCATION AND TRAINING

SCHOOLS:	SUBJECTS:	CERTIFICATE/DIPLOMA:
_____	_____	_____
_____	_____	_____
_____	_____	_____

HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR MOVING VIOLATION? YES NO

IF YES, PLEASE EXPLAIN:

Application for Employment continued:

REFERENCES

NAME:	ADDRESS:	PHONE:	HOW ACQUAINTED:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EXPERIENCE

LAST OR PRESENT EMPLOYER	ADDRESS	PHONE
_____	_____	_____
FROM	TO	DUTIES
_____	_____	_____
SALARY/RATE OF PAY	REASON FOR LEAVING	SUPERVISOR'S TITLE
_____	_____	_____
EMPLOYER	ADDRESS	PHONE
_____	_____	_____
FROM	TO	DUTIES
_____	_____	_____
SALARY/RATE OF PAY	REASON FOR LEAVING	SUPERVISOR'S TITLE
_____	_____	_____
EMPLOYER	ADDRESS	PHONE
_____	_____	_____
FROM	TO	DUTIES
_____	_____	_____
SALARY/RATE OF PAY	REASON FOR LEAVING	SUPERVISOR'S TITLE
_____	_____	_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this employment application are true and complete. I understand that if employed, false statements or omissions on this application shall be considered sufficient cause for termination. The City of Vienna is hereby authorized to make any investigation of my personal history, financial and credit record through any investigative or credit agencies or bureaus of their choice.

APPLICANT'S SIGNATURE: _____ DATE: _____

THE CITY OF VIENNA IS AN EQUAL OPPORTUNITY AND AT-WILL EMPLOYER

Applications will be kept on file for 6 months, then destroyed.

**SEND TO: CITY OF VIENNA
PERSONNEL DEPT
609 29TH ST
VIENNA, WV 26105**