

Expires On: _____

West Virginia's Choice

Employment Application

PERSONAL INFORMATION

Name: _____ Social Security #: _____
 (Last) (First) (MI)

_____ Telephone #: _____
 (Street)

_____ (City) (State) (Zip Code)

Position Applying for: _____ Date You Can Start: /_____/_____

Interested in Part or Full Time? Q Full-time Q Part-time

Available nights and/or weekends or both: Q Nights Q Weekends Q Both

Legally Eligible for Employment in USA: Q Yes Q No

A Valid Driver's License or ID: Q Yes Q No

Current Car Insurance: Q Yes Q No

Availability

	Start Time	End Time	Start Time	End Time
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

EDUCATION	Name and Address of School	Circle Last Year Completed	Graduated Yes or No	Major Course of Study & Degree Obtained
High School		1 2 3 4	Yes No	
College		1 2 3 4	Yes No	
Other: <small>(Graduate, trade or Correspondence School)</small>		1 2 3 4	Yes No	

It is the policy of WV's Choice to fingerprint all employees. The information obtained will not necessarily disqualify you from employment but providing false and misleading information may. All persons accepting positions for employment with WV's Choice shall have their response to the above questions verified by a West Virginia Criminal Investigation Bureau (CIB) record check, Department of Human Resources (DHHR), Federal Bureau of Investigation (FBI) if applicable, phone contacts with current/previous employers and/or checked by other service providers.

WV's Choice does not discriminate in hiring or employment on the basis of race, religious creed, national origin/ancestry, sex, age or disability. No question on this application is intended to secure information for such discrimination.

WV's Choice is an employment-at-will agency, and no portion of this application shall expressly or implicitly constitute a contract of employment with WV's Choice. If employed, either the company or I may terminate my employment relationship at any time with or without notice for any reason that does not violate the law. Furthermore, I agree and understand that no representative of WV's Choice, its employees or its management staff may make oral or written promises or agreements with me contrary to WV's Choice employment-at-will policy. All such oral or written statements are null and void and thus unenforceable.

I authorize WV's Choice to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency or other party, with a legal and proper interest and release WV's Choice from any liability that may arise from divulging such information.

I authorize WV's Choice to conduct a thorough background investigation of me and to contact my current and former employers and educational institutions, any persons or organizations named in this application (or accompanying resume), or any government entity who may have information pertaining to me. I further authorize any such person or entity to release any information to WV's Choice that may be required to make an employment decision. I release all individuals, schools, agencies and previous employers from legal liability for the information they provide in these reference checks. I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that misrepresentation or omission of facts called for on this application is cause for rejection of this application or for subsequent dismissal from employment.

This application shall remain active for six months from the date below. Six months from this date, the application shall expire and no longer be reviewed for hiring purposes. The applicant must submit a current application at that point to be considered for employment with WV's Choice.

I hereby acknowledge that I have read the above statement and understand the same.

STATEMENT (Please read this statement carefully before signing this application)

I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant

Date