

# EMPLOYMENT APPLICATION

Return to Mari at Saunders Brothers, Inc., 2717 Tye Brook Highway, Piney River, VA 22964.  
Phone (434) 277-5455, Fax (434)277-5983, or email to [jobs@saundersbrothers.com](mailto:jobs@saundersbrothers.com)

Position Applied For: \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
(First) (M.I.) (Last)

Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

**Education** List schools or classes attended. *Note: If you did not graduate, list last grade completed.*

Name/Address of Institution	Degree Received	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**References** Give at least three professional references. *Do not include family members as references.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment Experience** List the three most recent positions you have held.

Company Name	Dates	Description and Pay	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Computer Experience** Include e-mail, web, Microsoft Excel, Microsoft Word, etc.

\_\_\_\_\_  
\_\_\_\_\_

**Interests, Hobbies** \_\_\_\_\_

**Civic, Community, Church** List organizations that you belong to and offices held.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Information** List any other information that may qualify you for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions**

\*Have you ever been convicted or charged with a felony, misdemeanor, or other offense other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_ (*Convictions will not necessarily bar employment.*) If yes, please explain:

\_\_\_\_\_

\*Date available for work? \_\_\_\_\_

\*What are your minimum pay rate expectations? \_\_\_\_\_/hour.

\*Are you available to work from 8AM to 5PM, Monday through Saturday and later, if the need arises? Yes \_\_\_\_\_ No \_\_\_\_\_

\*Do you have transportation to work? Yes \_\_\_\_\_ No \_\_\_\_\_

\*How did you hear about this job opening? \_\_\_\_\_

**Essay** In 100 words, explain why we should hire you over the other candidates. Include experience, knowledge, personal attributes or other reasons. Write your essay on the attached sheet.

**Signature** My signature confirms that the information I have provided is true and correct to the best of my knowledge. I authorize you to confirm any information provided, obtain employment references and personal history, reputation for honesty, ability and responsibility and obtain a consumer or credit report, which may include a criminal background check information. I release all parties and persons from liability that may result from furnishing such information to you, as well as from the disclosure of such information to you. Any misrepresentation, falsification or material omission on this application may result in my failure to receive an offer of work or dismissal from employment if hired. I agree that the employment relationship may be terminated either by me or by you, with or without notice at any time. I authorize you to give out any information regarding my employment with this company, if hired, and release all parties from liability that may result from furnishing such information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

