



Human Resources Office
 502 Old Lynchburg Rd., Charlottesville, VA 22903
 434.970.1392 – HR@RegionTen.org
www.RegionTen.org

APPLICATION FOR EMPLOYMENT

To be considered for employment with Region Ten Community Services Board, an application must be submitted to the Human Resources Office. The application can include a resume, but a resume does not replace the application. Applications are kept on file and considered active for six months from the date they are received. You may apply for more than one position with one application. Incomplete applications will not be considered.

All applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, sexual orientation, handicap, sex or age. Any applicant needing special accommodations for an interview, should notify the interviewer at the time of scheduling the appointment.

Directions: *(Note: Please ensure you have Adobe Reader 6.0 or higher installed)*

1. Complete the application in full
2. Save a copy of the completed application to the Desktop of your PC using the following format for the file name: "**Last_Name First Name-Job Title.PDF**"
3. Close the browser
4. Open your email account
5. Compose a new message to HR@RegionTen.org
6. Attach the document to the new email message and click send.

If you experience any difficulties, please call the phone number at the top of this application or use one of the following options:
 Option 1 - Hard copies of this application can be fax to 434.293.2015
 Option 2 - Hard copies of the application can be mailed to the address above
 Option 3 - Hard copies of the application can be dropped off at the address above.

POSITION(S) for which you are applying (if more than one, enter one position per line):

1.
2.
3.
4.

FULL LEGAL NAME

First	Middle	Last

ADDRESS

Street Address	City	State	Zip Code

PHONE

Home	Cell	Work

EMAIL ADDRESS

How would you prefer to be contacted? (check all that apply) cell home work email

What is the best time to reach you? _____

EDUCATION

Did you complete high school? Y N If not, list highest grade completed _____
 If you did not complete high school, do you have a high school equivalency diploma? Y N

Name/Location of Post-Secondary School	Major/Minor	Dates attended	Degree	Graduate? Y/N

If you expect to complete your educational program in the near future, please indicate the type of degree to be awarded and the date you expect to receive it.

Expected Educational Program	Degree	Date

EMPLOYMENT HISTORY

You are welcome to attach your resume, but you are required to complete fully the following sections. Please describe all paid, military and applicable voluntary experience, starting with the most recent position held. You may list significantly different jobs with the same organization as separate items. Attach as many sheets as needed.

Employer	
Address	
Phone / Email	
Immediate Supervisor	
Job Title	
Duties	
Employment Dates	
Reason for Leaving	
Name, if different	
May we contact this employer if you are a final candidate?	<input type="checkbox"/> Y <input type="checkbox"/> N

Use this page as often as necessary to provide your full Employment History

Employer	
Address	
Phone / Email	
Immediate Supervisor	
Job Title	
Duties	
Employment Dates	
Reason for Leaving	
Name, if different	
May we contact this employer if you are a final candidate?	<input type="checkbox"/> Y <input type="checkbox"/> N

Employer	
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Immediate Supervisor	
Job Title	
Duties	
Employment Dates	
Reason for Leaving	
Name, if different	
May we contact this employer if you are a final candidate?	<input type="checkbox"/> Y <input type="checkbox"/> N

ADMINISTRATIVE SKILLS

Computer knowledge/skill (check one):

- Not any – I do not feel comfortable with computers
- Basic – I feel somewhat comfortable with computers; I can use them for email and word documents; I might need help navigating some programs
- Advanced – I am comfortable with most PC programs; I use them for word documents, spreadsheets, calendars, email; I might need help navigating more complex programs
- Expert – I use computers extensively, am familiar with PC programs; I have little to no trouble navigating

Use this space for any additional information you think would help Region Ten evaluate your application, including training, volunteer or personal experience applicable to this application; include seminars, workshops or special achievements.

Type	License Number, if applicable	Expiration Date	Licensing Board

REFERENCES

Current and former employers/supervisors will be contacted in the case of final candidates only. Please use this space to indicate those we may contact who can speak of your character and skills.

Name	
Phone/Email	
Relationship to you	

Name	
Phone/Email	
Relationship to you	

Name	
Phone/Email	
Relationship to you	

AVAILABILITY & ELIGIBILITY

Are you legally eligible for employment in the United States? Y N

When are you willing to work? (check all that apply)

- Day Evening Overnight
- Weekend Day Weekend Evening
- Full time Part time

When will you be available to start work (Month/Day/Year)? If two weeks from offer acceptance, state "two weeks"

Projected State Date

Are you willing to provide your own transportation if necessary for employment? Y N

Have you been convicted of a motor vehicle violation? Y N

If yes, please explain

Have you been convicted of a criminal violation, excluding juvenile offenses? Y N

If yes, please explain:

Are you currently under investigation for any felony charges? Y N

How did you find out about this employment opportunity? (check all that apply)

- Daily Progress
- The Hook
- C-Ville Weekly
- Other Newspaper _____
- Region Ten website
- Region Ten Staff Member _____
- Job Fair
- Craigslist
- Twitter
- Facebook
- Other _____

CERTIFICATION & SIGNATURE

<p>I hereby certify that all articles and attachments are true. I understand that all information on this application is subject to verification and I consent to former employers being contacted regarding this application. I further consent to background checks through the Division of Motor Vehicles, the Federal Bureau of Investigation, or other law enforcement registries. I understand that I will be asked to sign a release permission form witnessed by a notary allowing a criminal background check through the Virginia State Police Department or other police agencies.</p>

SIGNATURE _____ *(Signed in person prior to interview)*

TODAY'S DATE _____