

Thurman Brisben Center
 471 Central Road, Post Office Box 1295
 Fredericksburg, VA 22402

Office Use Only	
Date Received:	_____
Date of Interview:	_____



EMPLOYMENT APPLICATION
 AN EQUAL OPPORTUNITY EMPLOYER

Last Name _____ First Name _____ Middle _____			Date _____
Street Address _____			Social Security Number _____
City _____	State _____	Zip Code _____	(_____) _____ Home Phone

Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when ____/____/____ What position? _____	(_____) _____ Alternate or Work Phone
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Within the last five- (5) years, have you been convicted of, had adjudication withheld on, or pleaded no contest to:

Felony? Yes No If yes, please explain* _____

Misdemeanor? Yes No If yes, please explain* _____

*Answering "yes" will not necessarily disqualify you from employment.

What position are you applying for? _____

Salary Expectations: _____ When will you be able to begin work? Date _____

Are you willing to work Full time? Part time? Evenings? Weekends?

Education

School	Name and Location	Course of Study	# of Years Completed	Did you Graduate?	Degree or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional References (Identify 2)

Name: _____

Title: _____

Phone Number: _____

Name: _____

Title: _____

Phone Number: _____

Personal References (Identify 2)

Name: _____

Relationship to you: _____

Phone Number: _____

Name: _____

Relationship to you: _____

Phone Number: _____

TERMS AND CONDITIONS OF EMPLOYEMENT

I believe the information provided herein to be true, correct and complete, and I authorize the Thurman Brisben Center, Inc. (TBC) to verify it. I understand that any offer of employment may be contingent upon my passing a substance abuse screening test and/or criminal background check. If TBC later learns that I falsified, misrepresented, misstated, or omitted any information in connection with this application, my employment will be terminated immediately.

If I am offered employment, I understand and agree to abide by the following terms and conditions of employment.

- (1) This is not a contract for employment. I am employed at will. This simply means that TBC or I can terminate the employment relationship at any time, for any nondiscriminatory reason, with or without cause.
- (2) At all times, I will comply with all work rules, procedures, supervisory directive, and policies. I understand that these may change from time to time with or without notice.
- (3) I will not engage in, nor tolerate, illegal discriminatory or harassing workplace behavior on the basis of someone's race, sex, national origin, religion, color, sexual orientation, disability, age, marital status. I understand that the Agency has a ZERO TOLERANCE for such conduct. If I am involved in, or become aware of, any such conduct, I must immediately report it to the Human Resources representative. The Agency will protect me from any retaliation as long as my allegations are made in good-faith and I have not participated in the discriminatory behavior.
- (4) If I participate in Agency sponsored recreational or social activities, I do so voluntarily for enjoyment and of my own free will. Therefore, I am not covered by Workman's Compensation or other Company insurance coverage. Additionally, I will not invoice for mileage reimbursement or time.
- (5) The Agency is the owner of any programs, articles or information I access, develop or institute while working for TBC.
- (6) Because of TBC unwavering commitment to safety, I understand that I may be tested for drugs and alcohol if the Agency believes there are reasonable grounds to suspect that I am using, selling, distributing, or in the possession of or under the influence of, alcohol or drugs. Although I have the right to refuse a test, I understand that such refusal is grounds for immediate termination of my employment.

MY SIGNATURE BELOW INDICATES MY UNDERSTANDING OF, AND AGREEMENT TO BE BOUND BY, THE FOREGOING TERMS AND CONDITIONS.

SIGNATURE: _____ DATE _____

How did you find out about this employment opportunity?

Newspaper Radio/TV Virginia Employment Commission Internet Other _____

Pursuant to Federal regulations, we collect voluntary responses to the questions below for record keeping purposes. This information will NOT be considered with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion or disability.

<p>Check the block for the racial or ethnic group with which you identify</p> <p><input type="checkbox"/> White (includes Arabian) <input type="checkbox"/> Black not Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Other: _____</p>	<p>Check the block for the highest level of education you have completed (check only one)</p> <p><input type="checkbox"/> Attended High School <input type="checkbox"/> High School graduate <input type="checkbox"/> GED <input type="checkbox"/> Attended college and/or associate degree <input type="checkbox"/> College graduate <input type="checkbox"/> Attended graduate school <input type="checkbox"/> Master's degree <input type="checkbox"/> Graduate study beyond master's requirements <input type="checkbox"/> Ph.D. or professional degree</p>	<p>Check the appropriate block:</p> <p><input type="checkbox"/> Female <input type="checkbox"/> Male</p> <p>Date of Birth: _____ / _____ / _____</p>
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