

CHINCOTEAGUE BAY FIELD STATION

A non-profit corporation dedicated to promote teaching and research in the marine sciences

34001 Mill Dam Road, Wallops Island, VA 23337

Telephone (757) 824-5636



Employment Application

APPLICANT INFORMATION									
Last Name		First			M.I.		Date		
Street Address					Apartment/Unit #				
City			State		ZIP				
Phone									
Date Available									
Position Applied for									
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been employed by CBFS or the Marine Science Consortium?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?					
Do you have any relatives employed by the CBFS?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?					
Any objections to overtime work?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
Any objections to evening / weekend work?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
Any objections to a background check?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
Do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, class?					
Given reasonable accommodations, is there any reason you could <u>not</u> perform the duties for which you are applying?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
EDUCATION									
High School		Address							
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GED <input type="checkbox"/>				
College		Address							
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other		Address							
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Please list any relevant certifications or licenses (type / date obtained / current or expired)									
1									
2									
3									

REFERENCES*Please list three professional references (no relatives please).*

(1) Full Name		Relationship	
Company		Phone	
Email Address			
(2) Full Name		Relationship	
Company		Phone	
Email Address			
(3) Full Name		Relationship	
Company		Phone	
Email Address			

PREVIOUS EMPLOYMENT *(please list most current first;*

Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Applicant, please enter any relevant comments here:

DISCLAIMER AND SIGNATURE

By signing below I certify that my answers are true and complete to the best of my knowledge. I understand if an offer of employment occurs, I may be subjected to a background screening as a condition of employment. I understand the completion and submission of this application in no way should be deemed an offer of employment.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

----- FOR OFFICE USE ONLY -----

Interviewer comments:

Recommendation:

Hire: Yes No

Start date: _____

Title: _____

Classification: Ff - Perm or Seasonal PT Temp

Hiring Manager: _____ Date: _____

Executive Director: _____ Date: _____

Office and Finance Manager: _____ Date: _____