



89 W Bruce St  
Harrisonburg VA 22801  
540-434-5361  
www.harrisonburgelectric.com

**NOTICE TO APPLICANTS**  
Screening tests for alcohol and illegal drug use will be required before hiring and randomly during your employment here.

**EMPLOYMENT APPLICATION**

Date: \_\_\_\_\_

**Personal Information**

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Phone: \_\_\_\_\_

**General Information**

Position desired \_\_\_\_\_ Hourly Rate expected: \_\_\_\_\_

Can you work:  Full time  Part Time  Temporary  Other/Summer

Are you on lay-off and subject to recall?  Yes  No

Will you work overtime if required?  Yes  No

Will you travel if job requires it?  Yes  No

Are you over age 18?  Yes  No

Do you have relatives employed at Harrisonburg Electric Commission?  Yes  No

If Yes, list names and how related \_\_\_\_\_

Have you ever been employed by Harrisonburg Electric Commission?  Yes  No

If Yes, list dates of employment \_\_\_\_\_

Are you a U.S. Citizen or eligible to work in the U.S. on a full-time basis?  Yes  No

If No, provide the following: Alien Registration No. \_\_\_\_\_

Type of Visa held \_\_\_\_\_

Proof of Employability will be required if you are offered Employment.

What Languages do you speak and write: \_\_\_\_\_

Have you ever been bonded?  Yes  No If Yes, for what job(s): \_\_\_\_\_

Have you ever served in the armed forces?  Yes  No Branch of Service: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

Were you Honorably Discharged?  Yes  No

**Background Information**

Have you ever been convicted of any crime (excluding traffic violations)?  Yes  No

If Yes, Date: \_\_\_\_\_ Conviction: \_\_\_\_\_

Place: \_\_\_\_\_ Court: \_\_\_\_\_

Explain: \_\_\_\_\_

Are you currently out on Bail, the subject of a current warrant for your arrest or released on your own recognizance pending trial?  Yes  No

**Education**

Schools Attended	Name and City/State of School	From Mo/Yr	To Mo/Yr	Major Field of Study	Did you Graduate?
High School					
College					
Graduate					
Trade/Technical					
If GED, date Obtained: _____					

**Former Employers** (most recent first)

Dates of Employment	Name/Address of Employer	Position	Reason for Leaving
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			

**References** (please exclude relatives)

Name	Address	Phone	Years Acquainted

**Driving Record**

Do you have a valid Virginia driver's license?  Yes  No License Number: \_\_\_\_\_

If no Virginia license, please state reason or give number and state where you are currently licensed: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_  CDL A  CDL B

I authorize HEC to verify my driving record from the Department of Motor Vehicles. \_\_\_\_\_ (initial)

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Harrisonburg Electric Commission is an Equal Opportunity Employer.

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

Email: \_\_\_\_\_

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Interviewed by \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Neatness: \_\_\_\_\_

Hired:  Yes  No Position: \_\_\_\_\_ Dept: \_\_\_\_\_

Salary/Wage: \_\_\_\_\_ Date Reporting to Work: \_\_\_\_\_

General Manager: \_\_\_\_\_ Dept. Manager: \_\_\_\_\_