



## **Employment Application**

### **The Clermont Foundation**

151 Clermont Lane

Berryville, VA 22611

Email: mlrhodes@clermontfarm.org

The Clermont Foundation is an Equal Opportunity Employer and does not discriminate against employees, guests, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status (including special disabled status), or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

### **PERSONAL DATA**

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

Applicant Name: \_\_\_\_\_  
*Last First Middle*

Telephone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
*No. Street Apt.*

\_\_\_\_\_ *City State Zip*

**Are you eligible for employment in the United States:** \_\_\_\_\_ YES \_\_\_\_\_ NO

*If hired, you are required to provide proof of your eligibility to work in the United States.*

**Are you at least 18 years of age?** \_\_\_\_\_ YES \_\_\_\_\_ NO *If no, age is subject to verification prior to hire.*

**List below any job-related skills, experiences, certifications and/or qualifications that would be of benefit in the position(s) for which you are applying. [If additional space is needed, use page 4]**

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On what date would you be available to begin work? \_\_\_\_\_

**EMPLOYMENT HISTORY** [List only those employers for whom you worked in the past ten years.]

*If additional space is needed, Use Page 4.*

**Employer/Company Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_

**Employer/Company Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Description of Duties: \_\_\_\_\_

**EDUCATION** *If additional space is needed, Use Page 4.*

	NAME/ADDRESS OF SCHOOL	COURSE OF STUDY, CERTIFICATES, AWARDS	# YEARS COMPLETED	DIPLoma OR DEGREE
<b>HIGH SCHOOL</b>				
<b>COLLEGE</b>				
<b>OTHER</b> <i>(Specify-Trade, U.S. Armed Services, Certified Courses, Etc.)</i>				

**PERSONAL REFERENCES** *If additional space is needed, Use Page 4.*

NAME	ADDRESS	PHONE NUMBER(S)	# YRS ACQUAINTED

**PLEASE READ & SIGN BELOW**

By my signature below, I certify that I have not withheld any information requested and that the statements I have made are true and correct, to the best of my knowledge. I understand that any misrepresentation of the facts, or omission of facts, on this application is sufficient cause for dismissal. I also authorize The Clermont Foundation to verify statements made on this application by investigation as deemed advisable. I further understand that any offer of employment I may receive from The Clermont Foundation is contingent upon my successful completion of the total pre-employment screening process, which may include such investigations as criminal or civil convictions, driving records, previous employers and others as deemed appropriate. I agree to cooperate fully with such an investigation.

I waive my right of access to any personal or professional reference information that may be obtained as a result of this application. I, without limitation, hereby release The Clermont Foundation and the reference source from any liability in connection with its release or use in connection with my application. This release includes the sources cited above and any local, state or federal agency records as deemed necessary.

I understand that any offer of employment is contingent on my providing documents and signing forms that demonstrate and certify my eligibility to work in the United States in compliance with the Immigration Reform and Control Act of 1986. In addition, I further understand that nothing contained in this employment application or in The Clermont Foundation Personnel Policies or in the granting of an interview is intended to create an employment contract between The Clermont Foundation and me for either employment or the providing of any benefit. No promises regarding employment have been made to me.

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Signature of Applicant

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Date

**Applicant: Use this space for any additional Information for Employment, Education and/or References.**

**Office Use Only**

Not Considered for This Position

Hold for Interview      Interview Date/Time: \_\_\_\_\_

Hold for Background Check      Social Security No.: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Employer Check: \_\_\_\_\_

Criminal Background Check: \_\_\_\_\_

Civil Background Check: \_\_\_\_\_

Driving Record Check: \_\_\_\_\_

*(Required for persons operating Foundation owned vehicles/equipment- Applicant may obtain a copy from the DMV)*

Credit Check: \_\_\_\_\_