



Bingham & Taylor

Est. 1849

APPLICATION FOR EMPLOYMENT APPLICANT TO COMPLETE ALL INFORMATION REQUESTED PLEASE PRINT

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status. We are an EOE and offer a drug free workplace.

Name _____ Date _____
First Middle Last

Present address _____
No. Street City State Zip

Telephone Number () _____ Email address _____

Do you have a legal right to be employed in the United States? Yes (proof required) No
Are you over the age of 18? Yes No

COMPANY EXPERIENCE

Have you worked for this company before? Dates: From _____ To _____
Month/Year Month/Year
Where? _____ Rate of Pay _____ Position _____
Reason for leaving _____

GENERAL

Who referred you? _____ Rate of pay expected _____
Are you currently employed? _____ If not, when was your last day employed? _____

EDUCATION

Type of School	Name and City	Did you graduate?	Course or Major
College			
Technical School			
High School			
Other			

LIST ALL PRESENT AND PAST EMPLOYMENT BEGIN WITH MOST RECENT

Company Name	Dates from _____ To _____
Address	Telephone
Job Title and Duties	Supervisor
Reason for Leaving	Salary

Company Name	Dates from _____ To _____
Address	Telephone
Job Title and Duties	Supervisor
Reason for Leaving	Salary

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Job Title and Duties	Supervisor
Reason for Leaving	Salary

REFERENCES

Name	Address	Telephone	Years known, relationship

Are you available to work overtime/Saturdays? _____

SPECIAL SKILLS
Please list any skills for which you have received training

Word Processing and Office Computer Applications:
Manufacturing or Materials handling equipment:
Software packages or programming:
Maintenance:

APPLICANT MUST READ AND SIGN

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer. Further I understand and agree that 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 any previous notice.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant Signature _____ Date _____

Applications can be emailed to jobs@binghamandtaylor.com, faxed to (540) 825-2173, or mailed to:

Bingham & Taylor
P.O. Box 939
Culpeper, VA 22701