



Town of Windsor Employment Application
8 E. Windsor Blvd.
PO Box 307
Windsor, Va 23487
(757) 242-4288

The Town of Windsor is an equal opportunity employer. All applicants are considered regardless of race, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For _____ Date of Application _____
How did you learn about us? (Choose all that apply) Advertisement Friend Walk-In Relative
Employment Agency Other _____

Last Name _____ First Name _____ Middle Name _____
Address: Street Name & Number _____
City _____ State _____ Zip Code _____
Phone _____ Phone #2 (Optional) _____ Email _____
Social Security Number _____ Driver's License Number _____

If you are under the age of 18, can you provide proof of your eligibility to work? Yes No

Have you ever filed an application with the Town of Windsor before? Yes No

Have you ever been employed with the Town of Windsor? Yes No

If Yes, please provide dates of employment. _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you able to travel if required? Yes No

Work availability (Select all that apply) Full-Time Part-Time Shift Work Temporary

Date available to begin employment _____

Have you been convicted of a felony within the last 7 years? Yes No
(Conviction will not necessarily disqualify an applicant from employment)

If Yes, please explain _____

Education - *Please provide names and addresses*

High School _____ Did you graduate? Yes No GED

College _____ Major _____

Did you graduate? Yes No

Degree received *(If applicable)* _____

List any additional College Education _____

Please provide any additional training or expertise _____

Employment History - *Please start with current or most recent*

Employer _____ Dates Employed: From _____ To _____

Address _____

Phone _____ Email _____

Job Title _____ Salary _____

Supervisor Name _____ Supervisor Phone *(If applicable)* _____

Describe work performed _____

Reason for leaving _____

Employment History - *Please start with current or most recent*

Employer _____ Dates Employed: From _____ To _____

Address _____

Phone _____ Email _____

Job Title _____ Salary _____

Supervisor Name _____ Supervisor Phone *(If applicable)* _____

Describe work performed _____

Reason for leaving _____

Employer _____ Dates Employed: From _____ To _____

Address _____

Phone _____ Email _____

Job Title _____ Salary _____

Supervisor Name _____ Supervisor Phone (If applicable) _____

Describe work performed _____

Reason for leaving _____

Please provide any additional information you feel may be helpful to the Town of Windsor in considering your application

References *(Please list at least 3)*

1. Name _____ Phone _____ Email _____

Address _____

Relation _____

2. Name _____ Phone _____ Email _____

Address _____

Relation _____

3. Name _____ Phone _____ Email _____

Address _____

Relation _____

Applicant Acknowledgment

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary for consideration.
- This application for employment shall be considered active for a period of time not to exceed 45 days.
- I hereby understand and acknowledge that false or misleading information given in this application or any interviews that may follow, may result in a discharge in consideration for employment.

Signature of Applicant _____ Date _____