



JOB APPLICATION

ENRICHING LIVES – FOSTERING INDEPENDENCE

Please Choose one of the following two options for Completing this Application:

1. The form is designed to be completed on desktop, laptop, or tablet. Please complete all fields, save the document, and return by attaching to an e-mail.
2. Print the form, complete all the fields, scan the completed document, and return by attaching to an e-mail.

Personal Information:

First Name Middle Name Last Name

Street Address

City State Zip Code

()

Phone Number

Email Address

Are you eligible to work in the United States?

Yes No

Position/Availability:

Position Applying for: _____

Please Check the Days/Times Available to Work:

Day Evening Overnight

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

On What Date Are You Available To Start Work? _____

The BridgeLine
P.O. Box 7292 Charlottesville, VA 22906
TheBridgeLine.org

Education:

Name of School Dates Attended Degree/Diploma Graduation Date

Skills and Qualifications: Licenses, Skills, Training, Awards

Employment History:

Present or Last Position: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Your Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Previous Position: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Your Position Title: _____

From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

May we contact your present employer? Yes No

Professional References (please provide at least 3)

Name:	Title/Company:	Phone #:	Email:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. Further, I understand that a background check and a drug test will be conducted if my application for employment proceeds to consideration as one of the final candidates. I agree that THE BRIDGE LINE and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application or during interview. In the event of any employment with THE BRIDGE LINE, I will comply with all rules and regulations as set by the organization in any communication distributed to the employees.

I understand that U.S. law requires that, if hired, I must furnish my choice of appropriate documentation establishing identity and employment eligibility within 72 hours of starting work. For example, acceptable documents include: a Social Security Card or birth certificate issued by a government authority; also, acceptable unexpired documents are a U.S. Passport, I-551 Permanent Resident Card, school I.D. with photo or other government issued documentation. Certain other documents are equally acceptable provided that they comply with the regulations of the Department of Homeland Security ("DHS"). Please consult the Executive Director to see a copy of DHS Form I-9 for a full list of acceptable documents.

Finally, I understand that employment with THE BRIDGE LINE is "at will", which means that either I or THE BRIDGE LINE can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature: _____

Date: _____

Click the box below to Save /Print