

EMPLOYMENT APPLICATION
West Virginia Legislature
Joint Committee on Government and Finance

Building 1, Room E-132
 1900 Kanawha Boulevard East
 Charleston, West Virginia 25305-0610
 Office: 304-347-4800 * Fax: 304-347-4819

Personal Information			
Last Name	First Name	Middle Name	Social Security Number
Street Address	City	State	Zip Code
Home Phone: (____) _____ - _____	Are you a United States Citizen or legally eligible to work in the U. S.? ____Yes ____No (if hired, you will be required to provide documentation that you are eligible to work in the U.S.)		
Work Phone: (____) _____ - _____			
Other: (____) _____ - _____			
Are you 18 or over? ____Yes ____No			
Title of Position Applying For			Date Available to Work
Have you previously been employed by the State of West Virginia? ____Yes ____No If Yes, list date(s) and job title(s):			
Are you employed now?		If so, may we contact your present employer?	

Education			
Name and Location	# Years Completed	Major Area of Study	Degree/Diploma
High School			
College			
Graduate School			
Technical or Certificate Programs			

Employment History Please provide the following information for your previous three employers, beginning with the most recent: (Please attach an additional page if necessary, do not use “see attached resume”.)

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Annual Pay Start: Finish:		
Reason for Leaving:		

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Address:		
Telephone:	Job Duties:	
Annual Pay Start: Finish:		
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Address:		
Telephone:	Job Duties:	
Annual Pay Start: Finish:		
Reason for Leaving:		

Describe your qualifications for the type of employment you are seeking: (Please include skills, special training, etc.)

Please list any special awards, honors, scholarships, or offices held.

References Please list names of supervisors, managers, or others who can comment directly on your abilities:				
Name	Address	Phone #	Relationship/Occupation	Years Known

Please indicate whether you hold a valid driver's license:

Yes _____ No _____

If Yes, Drivers License Number: _____

State Issued: _____

Criminal Background Check

As a part of the hiring process, all new hires must undergo a federal and state criminal background check.

1. Have you ever been convicted of a misdemeanor?
If yes, please explain.

Yes () No ()

2. Have you ever been convicted of a felony?
If yes, please explain.

Yes () No ()

Signature _____

Date _____

The Joint Committee on Government and Finance is an Equal Opportunity Employer. It is the policy of the Joint Committee not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or disability.

I attest to the accuracy and truthfulness of the information provided in this application. I understand that any misstatement of fact provided in this application is grounds to disqualify me from further consideration for the position. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. I further understand that consideration for employment is conditioned upon the results of a reference check and a criminal background check, and that the Joint Committee on Government and Finance ("Joint Committee") is authorized to investigate all statements made by me on the application, to contact former employers and references and to advise contacted persons that they may respond to questions. I hereby release all such persons from any liability of damage resulting from such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Joint Committee and myself for either employment or for the providing of any benefit. If an employment relationship is established, I understand that my employment is "at will", meaning I have the right to terminate my employment at any time and the Joint Committee retains the same right.

I understand that, if employed, the Joint Committee's policies and procedures are not conditions of employment and that they may be revised, in whole or in part, at any time.

Signature of Applicant

Date