



Employment Application

Directions:

1. Please PRINT except for signature.
2. A resume may be attached to the application. Employment information contained within a resume need not be re-written on the application. Please write "see attached" in designated sections.
3. All applications can be presented in person to a Human Resources Representative in the HR Office located at: 5 Boar's Head Lane, Monday – Friday, 8:30am to 4:00pm, or by appointment.
4. If applying in person is not possible, you may apply online at www.boarsheadinn.com or send an application by mail or fax to the following:

The Boar's Head – Human Resource Department
PO Box 5307
Charlottesville, VA 22905
434-972-6064 (fax)
Please call us at 434-972-2223 if you have any questions.

DATE _____

Position (s) applying for in order of preference, with desired salary included: Please be specific.

(1) _____

(2) _____

<u>Personal Information</u>	
Name:	
Current address:	
Telephone:	Cell phone:
Email:	
Are you at least 18 years old? Yes / No If no, are you at least 16? Yes / No	
<u>Scheduling</u>	
What days/hours are you available to work?	

Please list any scheduling restrictions due to classes, other jobs, etc.

How many hours can you work per week? _____ Can you work nights? _____
Can you work weekends? _____

When can you start?

Employment Information

Type of employment desired:
__ FULL TIME ONLY __ PART TIME ONLY __ FULL OR PART TIME __ ON CALL __ SEASONAL

Were you previously employed by us? Yes / No If yes, when?

Do you have any relatives employed by us? Yes / No If yes, who?

How or by whom were you referred to us?

Employment History

Please list your work experience for the past 5 years beginning with the most recent. List each job separately.

1) Job Title:	Dates Worked: From _____ To _____	Pay \$ _____ Per _____
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Name of Employer:	Supervisor:
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City:	State:
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Telephone Number ()	Reason for Leaving:
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Duties Performed:

2) Job Title:	Dates Worked: From _____ To _____	Pay \$ _____ Per _____
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Name of Employer:	Supervisor:
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City:	State:
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Telephone Number ()	Reason for Leaving:
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Duties Performed:

3) Job Title:	Dates Worked: From _____ To _____	Pay \$ _____ Per _____
Name of Employer:		Supervisor:
City:		State:
Telephone Number ()	Reason for Leaving:	
Duties Performed:		
Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. (ie. fluency in other languages, special training, licenses, etc.)		

<u>Employment/Personal References</u> – Please provide two past employment references that we may contact. If employment references are not available due to lack of work experience, please list two personal (non-family) references.		
1) Name: _____ Position: _____ Company: _____ City, State: _____	Telephone: ()	Relationship: (ie. manager, etc.)
2) Name: _____ Position: _____ Company: _____ City, State: _____	Telephone: ()	Relationship: (ie. manager, etc.)

<u>Education</u>			
Type of School	School Name/Location	Number of Years Completed	Major/Degree

Criminal History Information

Have you ever been convicted of a crime(s)? Yes / No

If yes, briefly explain number of conviction(s), nature of offense(s) leading to conviction(s), date/place such offense(s) was/were committed, sentence(s) imposed and disposition of each conviction(s).

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date and nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to position(s) applied for may, however, be considered.)

Release Authorization - Please Read Carefully before Completing and Signing

1. I hereby certify that all the statements and answers set forth in this application (and attached resume, if applicable) are true and correct to the best of my knowledge and subject to verification by The Boar's Head. I also understand that a material misrepresentation or deliberate omission of a fact may be justification for refusal of employment or, if employed, termination of employment. I recognize that I am not required to disclose on my application any criminal conviction which has been removed from my record. This application will remain active in our files for one (1) year from the day it was submitted.
2. I understand that, as directed by company policy and consistent with the job for which I am being considered, you may be requesting information from public and private sources about my character, education, credentials, and work history (including work habits and performance), as well as reasons for termination of past employment and eligibility for rehire.
3. I acknowledge that a fax or photo copy of this release shall be as valid as the original.
4. I hereby authorize, without reservation, any law enforcement agency, information service bureau, school, employer (including current employer if indicated in the Employment History section), or reference contacted by The Boar's Head or their agents, to furnish any and all information described in Item 2. I hereby release same from any and all liability arising out of the requests for or release of any of the above mentioned information.
5. I agree that if offered employment, I will execute a request for my Criminal History Record, and that I will pay for this by a payroll deduction of \$15. I understand that, if offered employment, I will be permitted to work only upon providing documentation establishing my identity and my legal authorization to work in the United States.
6. If I am to be employed as a child care provider, I agree to execute requests for searches of the Sex Offender and Crimes Against Minors Registry and the Social Services Child Protective Services Registry. I also agree to submit to a Tuberculin Screening Test prior to employment and as often as required by law. These searches and tests are all at no cost to me.
7. I agree that if the position I am offered requires that I drive company vehicles, I will provide a current driving record (less than 30 days old), at my expense, prior to starting work. To establish my continued eligibility to drive company vehicles, I agree that The Boar's Head or its insurer may periodically obtain my driving record, at their expense.

8. I understand that my continued employment may or may not be contingent on the information resulting from the above mentioned reports. I acknowledge that, from time to time, The Boar's Head may be required to submit certain information with regard to my employment or application to various state and federal government agencies. I hereby authorize The Boar's Head to provide such information, and release the company, its agents, assigns and subsidiaries from any liability resulting from submitting such information.
9. Although management makes every effort to accommodate individual preferences, business needs at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I agree to conform to the rules and regulations of the company (i.e., grooming standards, safety, etc.) and acknowledge that the company may change, rewrite, add to, withdraw, or reinterpret these rules and regulations at any time. I understand and accept these conditions of my continuing employment.
10. I understand and agree that, if employed by The Boar's Head, at all times my employment is "at will", and that regardless of how long I may be employed by the company, I may be disciplined, laid-off, or dismissed at any time, with or without cause, and with or without notice. **THIS IS NOT A CONTRACT OF EMPLOYMENT.**
11. I acknowledge that The Boar's Head is an equal opportunity/affirmative action employer and my application will be considered based upon my qualifications only.

Applicant Signature

Date