

241 Granby Street

Norfolk, Virginia 23510

**Employment Application**

Date Completed: \_\_\_\_\_\_\_\_

**Applicant Notes and Instructions:**

This application form is intended for our use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False, omitted or misleading statements during the interview and/or on this form are grounds for terminating the application process or, if discovered after an offer of employment is made, rescinding the offer of employment or terminating employment.

The Brick Anchor Brew-House (herein referred as ‘The Company’) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, marital status, age, national origin, disability, creed, sex, sexual orientation, status as a disabled or Vietnam Veteran or any other basis protected by law (unless a bona fide occupational qualification applies). The Company complies with the American with Disabilities Act and will consider requests for reasonable accommodations on a case-by-case basis. If you require reasonable accommodation at any stage of the application or interview process, please contact our office (757-431-7064).

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| **Personal Information**  |
| **Last Name First Name Middle Name** | Today’s Date |
| Street Address City State Zip Code |
| Home Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Phone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other: (\_\_\_\_\_)\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Are you a United States Citizen or legally eligible to work inthe U. S.? \_\_\_\_\_\_Yes \_\_\_\_\_\_No (*if hired, you will be required to provide documentation that you are eligible to work in the U.S.)* |
| Are you 18 or over? \_\_\_\_Yes \_\_\_\_No  |
| **Title of Position Applying For** | Date Available to Work |
| **Personal Information Continued**  |  |
| Do you prefer part or full-time work?  |  |
| Have you been previously interviewed or employed by the Brick Anchor Brew-House? \_\_\_\_Yes \_\_\_\_No If Yes, list date(s) and job title(s): |
| Do you have any relatives currently working for the Brick Anchor Brew-House? \_\_\_\_Yes \_\_\_\_\_No If Yes, list names and relationship to you: |
| Are you employed now? If so, may we contact your present employer? |

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| **Education** |
| **Name and Location** | **# Years Completed** | **Major Area of Study** | **Degree/Diploma** |
| High School |  |  |  |  |
| College |  |  |  |  |
| Graduate School |  |  |  |  |
| Technicalor CertificatePrograms |  |  |  |  |

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| **Employment History** Please provide the following information for your previous three employers, beginning with  the most recent: (Please attach an additional page if necessary)  |
| Employer: | Dates Employed:From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Job Title: |
| Address: |
| Telephone: | Job Duties: |
| Weekly Pay Start: Finish: |
| Reason for Leaving: |
| Supervisor’s name: |  |

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| Employer: | Dates Employed:From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Job Title: |
| Address: |
| Telephone: | Job Duties: |
| Weekly Pay Start: Finish: |
| Reason for Leaving: |
| Supervisor’s name: |  |

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| Employer: | Dates Employed:From\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Job Title: |
| Address: |
| Telephone: | Job Duties: |
| Weekly Pay Start: Finish: |
| Reason for Leaving: |
| Supervisor’s name: |  |

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| **Veteran’s**  |
| Are you a military Veteran? \_\_\_\_\_\_Yes \_\_\_\_\_\_NoIf so, were you honorably discharged? \_\_\_\_\_\_Yes \_\_\_\_\_\_No When? \_\_\_\_\_\_ |

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| **Criminal History** |  |
| A conviction will not necessarily disqualify you from employment. Factors such as age and date of conviction, the seriousness and nature of the crime, rehabilitation, and the relationship of the crime to the job duties will be considered. |  |
| Have you ever been *convicted* of any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAI or DWI convictions are *not* minor and must be reported)? ***Do not include sealed convictions or convictions classified as youthful offender)***. \_\_\_\_Yes \_\_\_\_No  |
| Have you ever ***pled guilty*** to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAI or DWI convictions are *not* minor and must be reported)? ***Do not include sealed convictions or convictions classified as youthful offender)***. \_\_\_\_Yes \_\_\_\_No   |
| Have you ever ***pled nolo contende or no contest*** to any offense, whether a felony, misdemeanor or violation, other than a minor traffic violation (DUI, DUAI or DWI convictions are *not* minor and must be reported)? ***Do not include sealed convictions or convictions classified as youthful offender)***. \_\_\_\_Yes \_\_\_\_No   |
| Do you currently have any pending arrests or criminal investigations against you at this time? \_\_\_\_Yes \_\_\_\_No  |
| If you answered yes to any of the above questions in this section, please state the nature and dates of conviction(s) or plea(s) and, if applicable, date(s) of release from prison: |

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

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Please list any job- applicable certifications, training, acknowledgments or memberships held.

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| **References** Please list three non-family member supervisors, managers, or others who can comment directly on your professional abilities: |
| Name | Address | Phone # | Relationship/Occupation | Years Known |
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CERTIFICATION:

I certify that the above information is true and correct to the best of my belief and knowledge. I affirm that I have read the completed application and have not withheld any information or response to any questions. I understand the discovery of any misrepresentation or omission by me in this regard may lead to the denial of employment, or if I am hired, the termination thereof at any time that the misrepresentation or omission is noticed by the Company.

I hereby authorize The Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. I waive and release The Company from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release The Company from any liability arising from reliance on the above-mentioned information or the use, publication or retention of such information within the context of its applicant review procedures.

I understand the completion of this employment application does not guarantee that I will be employed by The Company. If I am employed, I agree to conform to the Company’s rules and policies.

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 Printed Name of Applicant Date

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 Signature of Applicant