



**NOTICE TO APPLICANTS AND EMPLOYEES**

Screening tests for illegal drug use may be required before hiring and during your employment here.

Formed in 1973, The Willard Companies is the umbrella for Willard Construction of Roanoke Valley, Inc., Prudential Waterfront Properties, The Waterfront, The Water's Edge, The Westlake Golf & Country Club and The Westlake Cinema. The Company is also affiliated with Smith Mountain Building Supply, LLC. The company is involved in building, developing, marketing and country clubs.

## Employment Application

*Willard Construction of Roanoke Valley, Inc. is an equal opportunity employer. As such, we provide employment opportunities without regard to race, color, religion, national origin, gender, age, disability, veteran status, military service, or other characteristics protected by law.*

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:
How did you learn about us?	

Last Name:	First Name:	Middle Name:
Address: Street	City	State Zip Code
Telephone Numbers:		

Are you at least 18 years old?  Yes  No  
 (If hired, applicants who are 14 and 15 years of age must furnish a work permit.)

Are you authorized to work in the U.S.?  Yes  No  
 (Proof of citizenship or immigration status will be required upon employment.)

Date you can start work: \_\_\_\_\_

Position desired:  Full-time  Part-time

Shift availability (check all that apply): Day  Evening  Rotating

Day availability (check all that apply): Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Overtime availability:  Yes  No

Have you ever worked for the company before?  Yes  No

If so: \_\_\_\_\_  

Date
Position
Location

**EDUCATION**

School	Name / Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

**REFERENCES**

(Do not list relatives, domestic partners, or former employers.)

Name:			
Address: Street	City	State	Zip Code
Phone Number:	Relationship/Occupation:		
Name:			
Address: Street	City	State	Zip Code
Phone Number:	Relationship/Occupation:		
Name:			
Address: Street	City	State	Zip Code
Phone Number:	Relationship/Occupation:		

**EMPLOYMENT HISTORY**

Have you ever been involuntarily terminated or asked to resign from employment?  Yes  No

If so, give the name of the employer, dates of employment, position held, name of supervisor, and reason for termination/resignation request:

---



---

Have you ever been counseled, disciplined, terminated or asked to resign as a result of reported workplace harassment, fighting/assault, violation of safety rules, or other inappropriate conduct?  Yes  No

If so, give the name of the employer, date and description of incident:

---



---

Please list your complete employment history, including military service, **starting with your present status**. All periods of unemployment must be explained. Do not leave time gaps. If you need additional space, please attach a separate sheet of paper.

Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly / Salary Rate		
	From	To	
Phone Number:			
Position(s) held:			
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly / Salary Rate		
	From	To	
Phone Number:			
Position(s) held:			
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly / Salary Rate		
	From	To	
Phone Number:			
Position(s) held:			
Supervisor:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From	To	
Address:	Hourly / Salary Rate		
	From	To	
Phone Number:			
Position(s) held:			
Supervisor:			
Reason for Leaving:			

**PROFESSIONAL CERTIFICATIONS**

List all professional licenses, certifications, etc., that may be related to the position you are applying for, and list dates issued and name of the organization granting the license, certification, etc.

---



---



---

List and describe any special skills, second languages, or other training you have that may be related to your employment.

---



---



---

**CRIMINAL HISTORY**

Have you ever been convicted of a crime (felony or misdemeanor) in the past 10 years? A conviction does not automatically cause employment to be denied.

Yes  No

If so, list all offenses(s), date(s) of conviction/plea, county/city/state of conviction:

---



---



---



---



---



**IMPORTANT INFORMATION**

---

I certify the information provided on this application form, along with all other information I have provided to the company, is accurate and complete. I understand any misrepresentations or omissions will be cause for not hiring me or for terminating my employment once hired. I understand the company will undertake, and I authorize the company to undertake, any investigation it deems necessary in considering me for employment or, if hired, my continued employment. I expressly authorize any present or former employer, school, college, or university, utility company, credit or finance bureau, personal reference, chief law enforcement officer, any member of any local, state, or federal law enforcement agency, or any other person to give the company any information (written or oral) or records concerning me or my qualifications, employment (including but not limited to the reasons for my termination), credit, reputation, mode of living, education, or criminal record. I unconditionally release the company and its representatives and agents and all persons from whom they request information from any and all liability relating to such request for information or any information provided.

I understand, if hired, my employment will be strictly “at-will”. That means my employment is for an indefinite period and either the company or I may terminate the employment at any time, for any or no reason, with or without notice. I further understand no verbal statements or statements in any company policy or procedure manual, employee handbook or other document shall be construed to have altered the at-will nature of my employment. No company manager or representative shall be authorized to make any representations to the contrary.

I understand this application will be active only for not more than 45 days and only during the period the company is seeking to fill the current opening(s). I understand any job offer, or if hired, my continued employment, may be conditioned upon a medical examination and/or alcohol or drug testing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

03/08