

APPLICATION FOR EMPLOYMENT

MG JAMES A. HOYER, THE ADJUTANT GENERAL
1703 COONSKIN DRIVE

CHARLESTON, WV 25311

PLEASE PRINT IN BLUE INK OR TYPE

1. Name Last First Middle	14. Are you willing to travel?
2. Permanent Mailing Address	15. In which counties in West Virginia could you work?
3. Social Security Number	16. Have you ever worked for the state of West Virginia under a different name? If so explain.
4. Telephone Number	17. Is there any other name you use that may be pertinent to checking work references?
5. For which position/department are you applying?	18. Have you ever taken any examinations under the West Virginia Civil Service Commission?
6. Rate of pay expected	19. If yes, for which positions?
7. Are you under 18?	20. Because of business associations, would there be any conflict of interest in your working for the State of West Virginia?
8. Are you a citizen of the United States?	21. Can you perform the essential functions of the job with or without reasonable accommodations?
9. If you are not a citizen, do you have permission to remain in the United States permanently?	22. Are you presently employed?
10. Do you speak, read, or write any languages other than English? If so, which?	Yes No
11. Are you or have you ever been a resident of West Virginia?	
12. Do you have a valid West Virginia driver's license?	
Chauffeur's license?	
13. When would you be available to begin work?	

"An Equal Opportunity Employer"

RECORD OF EDUCATION

Check last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR / MINOR	DID YOU GRADUATE?	DIPLOMA OR DEGREE
ELEMENTARY				
HIGH				
COLLEGE				
OTHER (SPECIFY)				

RECORD OF MILITARY SERVICE

Were you in the US Armed Forces? _____ If yes, what branch? _____

Rank of Discharge _____ Service Number _____

List duties in the Service, including special training _____

Have you taken any training under the G.I. Bill of Rights? If yes, what training did you take? _____

EMPLOYMENT HISTORY

NAME OF COMPANY _____	EMPLOYED FROM _____
ADDRESS _____	TO _____
TYPE OF BUSINESS _____	
LAST POSITION HELD _____	STARTING SALARY _____
NAME OF SUPERVISOR _____	
DESCRIBE THE WORK YOU DID _____	LAST SALARY _____
	PART TIME _____
REASON FOR LEAVING _____	FULL TIME _____

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ADDRESS _____	TO _____
TYPE OF BUSINESS _____	
LAST POSITION HELD _____	STARTING SALARY _____
NAME OF SUPERVISOR _____	
DESCRIBE THE WORK YOU DID _____	LAST SALARY _____
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REASON FOR LEAVING _____	FULL TIME _____

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IF MORE SPACE NEEDED USE ADDITIONAL SHEETS

