



Application for Employment

Referred to Manager: \_\_\_\_\_

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_
Last First M.I.

Address: \_\_\_\_\_
Street Apartment/Unit #
City State ZIP

Phone: ( ) E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Shift: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Other areas of interest: \_\_\_\_\_
Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_
Were you referred by a VHC employee? YES NO If yes, who? \_\_\_\_\_

Days/times you are not available to work: \_\_\_\_\_

Please describe any equine experience: \_\_\_\_\_

Education

High School: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

College: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ City, State: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( )

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( )

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( )

**Previous Employment**

Company: \_\_\_\_\_ Phone: (    )  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
If no, please explain:  
May we contact this employer for a reference? \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (    )  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
If no, please explain:  
May we contact this employer for a reference? \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (    )  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
If no, please explain:  
May we contact this employer for a reference? \_\_\_\_\_

**Additional Comments (Optional)**

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If selected for an interview, I understand I may be asked to disclose any felony convictions and I give my consent to do so. Further, if I am employed by the Virginia Horse Center Foundation, I acknowledge that this application will become part of my permanent personnel file and that any false or misleading statements given may result in termination.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE TAKE A FEW MINUTES TO REVIEW THE INFORMATION YOU HAVE SUBMITTED.  
CANDIDATES WITH INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**The Virginia Horse Center Foundation is an equal opportunity provider and employer. To view and/or download our entire nondiscrimination statement, please visit our website at [www.vahorsecenter.org](http://www.vahorsecenter.org). Select "About" from the menu, click on "Our Staff & Volunteers" and scroll down to "Nondiscrimination Statement". You may also obtain a printed copy in our Administrative Office by contacting Lisa Howe at (540) 464-2950.**