



Piedmont Regional Jail
Post Office Drawer 388
Farmville, VA 23901
(434) 392-1601

Application for Employment

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____

Are you a U.S. Citizen? YES NO Date of Birth: _____

Have you worked for PRJ in the past? YES NO If yes, when? _____

Do you have any relatives presently employed at PRJ? YES NO If yes, please give name and relationship _____

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO GED: _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Have you ever served in any branch of the Armed Forces of the United States? Yes _____ No _____

Organization: _____ Date Entered: _____ Date of separation: _____

Type of discharge received: _____

Are you currently a member of the National Guard or any military reserve? Yes _____ No _____

If yes, please describe your obligation. _____

Additional Information

Do you have a valid driver's license? Yes _____ No _____ State of Issue _____

Has your license ever been suspended? Yes _____ No _____ License Number _____

Has your license ever been revoked? Yes _____ No _____ Date: _____

If yes, please give location of court _____, dates of suspension _____, date of restoration _____, and reason for suspension/revocation _____

Background

Have you ever been convicted, arrested, or charged with a felony, misdemeanor, or moving traffic violation; whether found guilty or not? (*A conviction does not necessarily mean that you cannot become employed. Please give all the facts so that a decision can be made. Please attach additional paper if needed.*)

Yes _____ No _____ If yes, please complete the following:

Offense: _____ Date of Offense: _____ Location of Court Proceeding: _____

Fine or Sentence: _____

Have you ever been discharged from any position because of misconduct or unsatisfactory performance?

Yes _____ No _____ If yes, please explain. _____

Have you ever held positions that required supervisory ability? Yes _____ No _____

If yes, please explain: _____

Do you have a reliable means of transportation to and from work? Yes _____ No _____

Do you speak any foreign languages? Yes _____ No _____ If yes, what language and describe your level of proficiency.

Do you have automobile liability insurance, assigned risk, or certification of compliance with the Uninsured Motor Vehicle Act? Yes _____ No _____

Describe any extended absences from work. Be sure to explain any gaps in employment history as well.

Have you ever used illegal drugs in any form? Yes _____ No _____ If yes, please explain. _____

Have you ever had any affiliations with gangs? Yes _____ No _____ If yes, please explain. _____

Most positions at PRJ are scheduled in 8-hour shifts. Are you available to work day, evening and/or nights shifts 7 days per week?

Yes _____ No _____

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?

Yes _____ No _____

Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied force, or coercion, if the victim did not consent or was unable to consent or refuse?

Yes _____ No _____

Have you ever been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied force, or coercion, if the victim did not consent or was unable to consent or refuse?

Yes _____ No _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Certification and Signature

I certify that this application is a complete record and that all entries and attachments are true and accurate to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I understand that all information on this application is subject to verification and I consent to criminal history, prior employment, and driving record background checks. I understand that I may have to pass a physical examination and drug screening as a condition of my employment.

Signature: _____ Date: _____

Piedmont Regional Jail

801 Industrial Park Road, Farmville, VA 23901 • (434) 392-1601

Voluntary EEO Data

Federal law prohibits the unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability. PRJ complies with these federal regulations. This information will not be used for hiring purposes and will be stored separate from the application. Responses will be used for statistical data only. Completion of this information is voluntary.

Male _____ Female: _____ _____ I choose not to provide this information.

Race: _____ White (Not Hispanic or Latino) _____ Black or African American
_____ Hispanic or Latino _____ Asian
_____ American Indian or Alaskan Native _____ Native Hawaiian or Pacific Islander
_____ Two or more races
(Not Hispanic or Latino)

Veteran Status: _____ Veteran _____ Not a Veteran

How did you find out about this job opportunity?

_____ PRJ Website _____ Website (Please Specify)
_____ Job Fair _____
_____ Employee Referral (Please Specify) _____ Other Source (Please Specify)

Name: _____

Date of Application: _____

Position Applied for: _____