

WORK HISTORY INFORMATION SHEET

Work Location: Virginia Aquarium
717 General Booth Blvd.
Virginia Beach, VA 23451

Contact: Facilities Manager

Position: Part-time Facilities Operations Assistant

Personal Information:

Applicant Full Name:

Home Address:

City /State/Zip

Daytime phone number:

Cell phone number:

E-mail:

What days are you available to work? _____

What hours are you available to work? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to work? _____

Please list the skills and qualifications you possess for the position for which you are applying:

Employment History: (Resumes are not accepted, please fill out application in it's entirety)

List your current or most recent employment first. Please list all jobs (including self-employment, military service or volunteering) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back of this application.

Job Title:	Dates employed:
Company Name:	Supervisor's Name:
Employer Address: City/State/Zip:	
Employer Telephone:	
Reason for leaving:	
Job duties:	

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Education and Training:

Have you finished (or will finish by June 2019) two years of High School? YES NO

High School:
City/State:
Year Graduated:

College/University:
City/State:
Year Graduated:
Degree received:

Other Training, Technical or Graduate School:
City/State:
Year Graduated:
Degree received:

Awards/Special Achievements:

Any information you would like us to know:

For Office Use ONLY:
Date received: _____
Interview scheduled: _____
Abacus: _____
Other notes: _____