

Durbin & Greenbrier Valley Railroad, Inc.

Employment Application

PO Box 44
Durbin, WV 26264
Anna Kane

Phone: 304-456-3442 x200
Fax: 877-440-7630
akane@mountainrail.com

Please print in ink or type

Date:

Personal Information

Last	First	MI	Over 18 Years <input type="checkbox"/> Yes <input type="checkbox"/> No	Email
Street Address	City	ST	Zip	Home Phone
Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			SSN#	Mobile Phone
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please explain (A conviction does not necessarily constitute a bar from hiring):	
Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	Type of Discharge / Explain		
What position are you applying for?			How did you hear about this position?	
Desired Hourly Rate / Salary	Date Available	Available to Work (List Days)	Available to Work (List Hours)	

Check location(s) you are interested in working at

Belington Cass Durbin Elkins Staunton

Full Time Part Time Seasonal

Prior Work Experience

1. Employer (Begin with current or most recent)		Job Title	Telephone
Address	City	ST	ZIP May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor	From	To	
2. Employer		Job Title	Telephone
Address	City	ST	Zip May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor	From	To	
3. Employer		Job Title	Telephone
Address	City	ST	Zip May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor	From	To	

Education			
Name/Location	Last Year Complete	Degree	Major or Emphasis
High School			
College/University			
Trade School			
Other			

Skills & Qualifications					
Typing / Data	WPM	10-Key	Word	Excel	Other
Check any clerical or professional skills <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

List any applicable special skills, training or proficiencies.

List any professional licenses, certifications or registrations.

Professional References				
Name	Relationship	Company	Address	Telephone

Have you ever been involuntarily terminated from any previous position? If yes, please explain below. Yes No

Please explain any gaps in work history:

Please read the section below carefully before signing this application.

By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired.

I understand that all candidates are subject to a pre-employment drug and alcohol screening via a licensed independent medical laboratory. Candidates who test positive or who refuse to submit a substance abuse test or who fail to show up for substance abuse testing will no longer be considered for employment.

I hereby provide consent for former employers to be contacted regarding work records and therefor authorize DGVR to perform checks on my credentials and work records with, but not limited to, former and current supervisors, co-workers, and business associates that may have relevant information regarding my suitability for employment.

I agree to immediately notify DGVR if I should be convicted of a felony after I have submitted my employment application or during my period of actual employment.

I acknowledge that if I obtain employment I am required to successfully qualify for the classification of the position that I am hired for within the 90 day probationary period on up to one year depending on, but not limited to, my career plan and managements intent.

I acknowledge that the position which I am offered may require a medical examination including drug-screening, x-rays, vision, and hearing examinations and I consent to the release to DGVR of any and all medical information, as deemed necessary, and that my offer of employment may be revoked should medical examination indicate I am not able to perform the job consistent with State & Federal laws.

I understand that I am being considered for a position that involves at-will employment and that the application does not, by itself, create a contract of employment.

Signature	Date	
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