



**EMPLOYMENT APPLICATION**

**State Fair of West Virginia  
PO Drawer 986, Lewisburg, WV 24901  
(304)-645-1090**

Refer to our Employment Guide brochure for job descriptions, requirements, and hiring information.

(Print Legibly. Answer All Questions.)

**Today's Date** \_\_\_\_\_ **Dates you can work:** FROM \_\_\_\_\_ (mm/dd) TO \_\_\_\_\_ (mm/dd)

**TYPE OF WORK DESIRED:**  Summer Only  Fair Week Only **Are you also interested in?**  All Year Part Time  All Year Full time

**Are you available for daytime AND evening shifts:**  Yes  No Do you have a valid Drivers License?  yes  no

**Position Applied For (list your top three choices in order of preference using the Employment Guide for position information):**

**1)** \_\_\_\_\_ **2)** \_\_\_\_\_ **3)** \_\_\_\_\_

Have you previously been employed by the State Fair of West Virginia?  yes  no

If yes, what year(s) and in what position (s)? \_\_\_\_\_

**PERSONAL**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street or Box City State Zip

Telephone # (day) \_\_\_\_\_ (night) \_\_\_\_\_ (email) \_\_\_\_\_

Are you 16 years of age or older?  yes  no **Do you have a current Red Cross CPR training card ?**  Yes  No

**EDUCATION**

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 High School Graduate or Equivalent  Yes  No

Vocational School Attended: \_\_\_\_\_ Number of Months \_\_\_\_\_

Area of Study \_\_\_\_\_

College Attended \_\_\_\_\_ Number of Months \_\_\_\_\_

Area of Study \_\_\_\_\_ Degree Obtained \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, disability, or any other legally protected status.

Please write a brief resume: Include anything related to your desire to work for the State Fair of West Virginia and job skills (example: typing, knowledge of computers, carpentry, laborer etc.). If you have had any type of customer service training, please provide a brief description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EMPLOYMENT HISTORY**

If this is your first job, please provide contact information on Supervisor line for a personal reference.

**A.** Name of Employer \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

**B.** Name of Employer \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

**C.** Name of Employer \_\_\_\_\_ Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

*I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for employment by the State Fair of West Virginia. I certify that the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment. By signing below, I grant permission to the State Fair of West Virginia to conduct background investigations if deemed necessary with regard to my employment.*

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

### **EMPLOYMENT PROCESS (Please read)**

*Please review all of the job listings in the State Fair of West Virginia Employment Guide.  
If you are hired for a position, you will be expected to perform the tasks as described for that job.*

*We occasionally have part time and full time staff positions available. If you are interested in being considered, you will want to mark the appropriate box on the front of this application.*

- All applications will be reviewed and given to the supervisor of the position listed as your first choice on the application. (Refer to Employment Guide brochure for hiring schedule and employment dates.)
  - The supervisor will review your application and contact you by phone for an interview.
- You will either be selected for the position or your application will be referred to your second choice. Interviewing does not guarantee you a position at the Fair. You will be notified if you are hired for a specific position.
- If selected, the offer is contingent upon your successful completion of the entire hiring process. You will be contacted to complete the required paperwork and scheduled for job orientation.

If you are selected for employment you will be required to furnish documents that establish identity and eligibility to work in the United States, in compliance with the Immigration and Naturalization Act of 1986. Prior to beginning employment, you must furnish one of these items:

US Passport  
Certificate of U.S. Citizenship  
Certificate of Naturalization.

If you do not have one of these items you must provide one item from column 1 **AND** another from column 2:

**Column 1**

Drivers License or ID card  
School ID Card with photo  
U.S. Military Card

**Column 2**

Social Security Card  
Birth Certificate (original or certified copy)  
U.S. Citizen ID Card

### **FOR OFFICE USE ONLY**

Supervisor 1 Initials \_\_\_\_\_ Contacted applicant \_\_\_\_\_ Interview \_\_\_\_\_ Hired  yes  no / Completed hiring process  yes  no

Supervisor 2 Initials \_\_\_\_\_ Contacted applicant \_\_\_\_\_ Interview \_\_\_\_\_ Hired  yes  no / Completed hiring process  yes  no

Supervisor 3 Initials \_\_\_\_\_ Contacted applicant \_\_\_\_\_ Interview \_\_\_\_\_ Hired  yes  no / Completed hiring process  yes  no

Applicant hired for: \_\_\_\_\_