



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: _____