



CURRENT OPPORTUNITIES FOR EMPLOYMENT
(Application Form attached)

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**NOTE TO ALL APPLICANTS:**

Your application may be sent by either

- **Email:** [rtodd@crossroadsccc.com](mailto:rtodd@crossroadsccc.com)
- **Fax:** 434-277-5901
- **Mail:** Reuben Todd  
2247 Little Piney Road  
Lowesville, VA 22967

**All applicants will need to consent to a criminal background check, and other pre-employment testing as determined necessary by the Woman's Missionary Union of Virginia.**



List all degrees or certifications, licenses, along with the name of the awarding institution, and any dates of expiration (if any):

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List any applicable job related training or course work (vocational, military, trade, etc.): \_\_\_\_\_

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**Employment History:**

Describe your work experience in detail, beginning with your current or most recent job. Include military service and job related volunteer work, if applicable. Indicate the number of employees supervised, if any. If needed, attach additional sheets. Resumes may also be attached to provide additional information.

Name of Present or Last Employer: \_\_\_\_\_

Contact person: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address) (city, town) (state) (zip)

Phone number: \_\_\_\_\_ Position you held: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

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Why are you leaving? \_\_\_\_\_

Did you receive any disciplinary warnings? \_\_\_\_\_

(If yes, please provide additional information on a separate page)

Name of Next Previous Employer: \_\_\_\_\_

Contact person: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address) (city, town) (state) (zip)

Phone number: \_\_\_\_\_ Position you held: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

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Why are you leaving? \_\_\_\_\_

Did you receive any disciplinary warnings? \_\_\_\_\_

(If yes, please provide additional information on a separate page)

Name of Next Previous Employer: \_\_\_\_\_

Contact person: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Address: \_\_\_\_\_  
(street address) (city, town) (state) (zip)

Phone number: \_\_\_\_\_ Position you held: \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

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

Why are you leaving? \_\_\_\_\_

Did you receive any disciplinary warnings? \_\_\_\_\_

(If yes, please provide additional information on a separate page)

**Check all the skills below that you feel comfortable doing with little or no supervision.**

|                                |                          |                                    |                                                        |                                                    |                            |
|--------------------------------|--------------------------|------------------------------------|--------------------------------------------------------|----------------------------------------------------|----------------------------|
| Serving people in a restaurant | Building skills          | Run a copier                       | Auto mechanics                                         | Light duty cleaning                                | Operate a vacuum cleaner   |
| Basic plumbing                 | Window washing           | Working with pool equipment        | Operated a chain saw                                   | Operate a buffer machine                           | Operate a cutting torch    |
| Basic electrical               | Washing & drying clothes | Cooking for the public             | Heating/Air-conditioning skills                        | Operate a cash register                            | Operate a welding machine  |
| Wood working skills            | Changing beds            | Dishwasher                         | Sheetrock                                              | Food inventory/ordering                            | Basic janitorial skills    |
| Construction skills            | Cleaning bathrooms       | Running a industrial dishwasher    | Computer skills (Outlook, Excel, Word, Access)         | Filing                                             | Cost analysis              |
| Grass mowing                   | Mopping floors           | Using commercial kitchen equipment | Basic forestry and fire control                        | Grounds Maintenance                                | Customer relations/service |
| Painting                       | Heavy duty cleaning      | Operate a carpet cleaner           | Repair and maintenance of commercial kitchen equipment | Recruiting and supervising volunteers and/or staff |                            |

**Talents/Abilities/Experience:**

List any skills or experiences, not already on the above list, which you feel we should know about you, especially ones that relate to the position you are applying for? \_\_\_\_\_

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

Are you CPR certified? \_\_\_\_\_ Are you basic first aid certified? \_\_\_\_\_

Are you Red Cross Certified as a lifeguard? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

**(If "yes" please explain on another sheet of paper.)**

The above information provided is true and correct to the best of my knowledge. I am aware that any omissions or misrepresentations may disqualify me from consideration for employment, and may result in termination if hired. I consent to the release of all information provided and understand that it will be confidential and used solely for the purposes of being considered for employment. I further understand that all information provided may be further investigated by the Woman’s Missionary Union of Virginia (WMUV).

**I consent to a criminal background check, and other pre-employment testing as determined necessary by the WMUV.**

If hired, I will abide by all of the policies of the WMUV and the requirements of the job profile.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_