



Application for Employment

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

(PLEASE PRINT)

Position(s) Applied For _____ Date of Application _____

Referral Source Advertisement Friend Walk-In
 Employment Agency Relative Other _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Home # _____ Work # _____ Mobile/Other Phone # _____

E-mail Address _____ Social Security # _____

If necessary, the best time to call you at home is _____

If you are under 18, can you furnish a work permit Yes No

If no, please explain _____

Have you submitted an application to us before? Yes No

If yes, give date(s) and position(s) _____

Date available for work _____ What is your desired salary range? \$ _____

Type of employment desired: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____



Employment History

Provide the following information on your current and past employment, assignments (including job-related military service assignments) and volunteer activities. Explain any gaps in employment in the comment section. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

EMPLOYER	TELEPHONE #	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS			
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE SALARY STARTING	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
REASON FOR LEAVING		HOURLY RATE SALARY FINAL	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ PER	
EMPLOYER	TELEPHONE #	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS			
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATE SALARY STARTING	
IMMEDIATE SUPERVISOR AND TITLE		\$ PER	
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MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$ PER	



Education

A. List schools/universities attended, starting with the most recent. **B.** List number of years completed. **C.** Indicate degree/ diploma, or number of credits earned, if any. **D.** Grade Point Average or Class Rank. **E.** Major field of study. **F.** Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE/DIPLOMA/ or CREDITS	D. GPA	E. MAJOR	F. MINOR

References

List the name and telephone number of three business/work references who are *not* related to you and have knowledge of your qualifications. Do not repeat supervisors listed under experience.

NAME	TELEPHONE	NO. OF YEARS KNOWN

Special Skills and Qualifications

Security Clearance:

Current Level: _____ Awarded By: _____ Date of Last Investigation _____

Previous Level: _____ Awarded By: _____

Summarize special job-related skills and qualifications acquired from employment or other experience.

Have you ever had any job-related training in the United States Military? Yes No

If yes, please describe _____

Additional Information

List professional, trade, business or civic associations and any offices held. You may exclude memberships that would reveal race, color, religion, gender, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

ORGANIZATION	OFFICE HELD

List any additional information you would like us to consider, e.g., special accomplishments, publications, awards, foreign languages, etc.



Applicant's Statement

Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment, except law enforcement officers. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should enquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such a change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the Employer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

I certify that I have read, and fully understand and accept the Applicant's Statement.

Signature of Applicant

Date