

Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: Date of Application

Name
Last Name First Name Middle Initial

Address
Street City State Zip Code

Telephone Cell/Other Phone E-Mail Address:

Have you ever been employed here before? If yes, give dates and positions..... Yes No

(Proof of U.S. Citizenship or Immigration Status will be required upon Employment)

Dates(mm/yy-mm/yy) Positions:

Are you legally eligible for employment in this country?..... Yes No

Date Available for Work..... Desired Salary Range.....

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position?..... Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

If Yes, please provide date(s) and details.....

Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's License Number if driving is an essential job function State

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STARTING JOB TITLE/FINAL JOB TITLE		COMPANY ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY	
<input type="text"/>		START <input type="text"/> PER <input type="text"/> FINAL <input type="text"/> PER <input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STARTING JOB TITLE/FINAL JOB TITLE		COMPANY ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY	
<input type="text"/>		START <input type="text"/> PER <input type="text"/> FINAL <input type="text"/> PER <input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STARTING JOB TITLE/FINAL JOB TITLE		COMPANY ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY	
<input type="text"/>		START <input type="text"/> PER <input type="text"/> FINAL <input type="text"/> PER <input type="text"/>	

AN EQUAL OPPORTUNITY EMPLOYER

Employment History (Continued)

FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		COMPANY ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE			
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START <input type="text"/> PER <input type="text"/> FINAL <input type="text"/> PER <input type="text"/>	

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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Educational Background

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
COLLEGE		MAJOR	DEGREE	
OTHER		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Professional References

NAME/ORGANIZATION/TITLE	TELEPHONE	NUMBER OF YEARS KNOWN

Applicant's Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and accurate. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

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 when authorized by Federal Law). Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement

Signature of Applicant Date