

# APPLICATION FOR EMPLOYMENT

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

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ Mobile/Pager/Other# ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit?.....  Yes  No  
If **NO**, please explain: \_\_\_\_\_

Have you ever been employed here before? If **YES**, give dates and position: \_\_\_\_\_

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

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

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodations)? **This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodations, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.**

Yes  No  Need more information about the job's "essential" functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: # \_\_\_\_\_ State \_\_\_\_\_

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

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

If **YES**, please provide date(s) and details; \_\_\_\_\_

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## EMPLOYMENT HISTORY Start with your most recent employer, provide the following information

EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_  
DATES EMPLOYED \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
\_\_\_ HOURLY \_\_\_ SALARY \$ \_\_\_\_\_

STARTING JOB TITLE/FINAL JOB TITLE \_\_\_\_\_

IMMEDIATE SUPERVISOR AND TITLE (for most recent position held) \_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

SUMMARIZE THE TYPE OF WORK YOU PERFORMED AND JOB RESPONSIBILITIES. \_\_\_\_\_

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EMPLOYER \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_  
DATES EMPLOYED \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
\_\_\_ HOURLY \_\_\_ SALARY \$ \_\_\_\_\_

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EMPLOYER _____	TELEPHONE # _____	MONTH/YEAR _____	MONTH/YEAR _____
STREET ADDRESS _____	CITY _____	STATE _____	DATES EMPLOYED _____ / _____ to _____ / _____
STARTING JOB TITLE/FINAL JOB TITLE _____		__ HOURLY __ SALARY \$ _____	
IMMEDIATE SUPERVISOR AND TITLE (for most recent position held) _____			
WHY DID YOU LEAVE? _____			
SUMMARIZE THE TYPE OF WORK YOU PERFORMED AND JOB RESPONSIBILITIES. _____			

**SKILLS AND QUALIFICATIONS** Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: \_\_\_\_\_

**EDUCATIONAL BACKGROUND** Starting with your most recent school attended, provide the following information.

SCHOOL (include city and state)	Years Completed	Completed	GPA Class Rank	Major
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REFERENCES:** List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal reference who are not related to you.

Name	Title	Relationship To you	Telephone	Number of years known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

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 provided by me in this application, resume or job interview. I hereby waive any and all rights and claims, I may have regarding the employer, it's agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any 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 for me 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 with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or 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.

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

**“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.”**

This company does not tolerate unlawful discrimination in its employment practice. NO question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, status under applicable federal, state or local law. This Company likewise does not tolerate harassment based on sex, race color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

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) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION STATEMENT.**

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

**Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_**