# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. Prospective employees will receive due consideration regardless of race, creed, color, religion, sex, sexual preference, age, national origin, disability, marital or veteran status.

## PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Date</th>
<th>Street Address</th>
<th>Home Telephone</th>
<th>City, State, Zip</th>
<th>Cell Telephone</th>
<th>Email Address:</th>
</tr>
</thead>
</table>

Have you ever applied for employment with us?  [ ] Yes  [ ] No  
If yes: Month and Year  Location

Position Applying For  Yearly Earnings Desired

Have you been convicted of a felony within the last 7 years?  [ ] Yes  [ ] No  
If yes, please give details

Are you legally eligible for employment in the United States?  When will you be available to begin work?

Have you ever been involuntarily terminated from employment?  [ ] Yes  [ ] No  
If yes, please explain:

How did you learn about us?  
[ ] Advertisement:  [ ] Walk-in  
[ ] School:  [ ] Referral  
[ ] Employment Agency  [ ] Other:

Name of Source:

## EDUCATION

<table>
<thead>
<tr>
<th>School</th>
<th>Name and Location of School</th>
<th>Course of Study</th>
<th>No. of Years Completed</th>
<th>Did you Graduate</th>
<th>Degree or Diploma</th>
<th>Year Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
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<tr>
<td>College</td>
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<tr>
<td>Business/Trade/Technical</td>
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<tr>
<td>High School</td>
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</table>

## SKILLS

Languages spoken:  [ ] English  [ ] Spanish  [ ] Other

Office Equipment/Machine Operation:

Professional License:

Certifications:

Software Knowledge:
# Employment Experience

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Position Held:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
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</tbody>
</table>

Supervisor’s Name & Telephone Number

Hourly Rate/Salary

Starting | Final

Reason for Leaving

<table>
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<tr>
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Supervisor’s Name & Telephone Number

Hourly Rate/Salary

Starting | Final

Reason for Leaving

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You may contact the employers listed, except for those indicated. I release all parties from liability for information furnished.

<table>
<thead>
<tr>
<th>Employer Number(s)</th>
<th>Reason</th>
</tr>
</thead>
</table>

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**MILITARY**

Describe any training received relevant to the position for which you are applying.

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The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. Offers of employment may be subject to my passing a physical examination, including tests for alcohol or drugs. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future and that the company’s policies, practices and benefits are subject to change or deletion at any time and without notice. If you decide to engage an investigative consumer-reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

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Date________________Signature__________
If you are applying for a position, which requires operation of a vehicle, you must complete the following information. The Department of Transportation requires every prospective vehicle operator’s driving record be checked through Motor Vehicles.

<table>
<thead>
<tr>
<th>Driver’s License #</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Type</td>
<td>Class</td>
</tr>
<tr>
<td>Restrictions?</td>
<td></td>
</tr>
</tbody>
</table>

Have you ever held a driver’s license in another State?  ☐ Yes  ☐ No
If “yes,” in what state(s) __________________________

Have you ever had your driver’s license revoked or suspended?  ☐ Yes  ☐ No
If “yes,” where, when, and under what circumstances?

Do you have any points against your license?  ☐ Yes  ☐ No
If “yes,” how many points?  __________________________ For what violation(s)?  __________________________

List any convictions for drunk or reckless driving.  __________________________

List any vehicle accidents within the last 7 years.  __________________________

List the type of vehicles, which you have operated.  __________________________

Job offers to prospective vehicle operator are subject to satisfactory results from checks on vehicle operation records, a road test and passing a physical examination which includes tests for drugs and alcohol.

_______  __________________________  __________________________
Date  Signature

All applicants must properly complete this application to be considered for employment.

Revised 7/11/18
We are an equal opportunity employer. Prospective employees will receive due consideration regardless of race, creed, color, religion, sex, sexual preferences, age, national origin, disability, marital or veteran status.

“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.”

__________________________
SIGNATURE

__________________________
DATE

(THIS STATEMENT MUST BE ATTACHED TO ALL EMPLOYMENT APPLICATIONS IN THE STATE OF MARYLAND)