

Application for Employment

Date _____

Name _____ Social Security No. _____

Address _____ Telephone No. _____

Position(s) applied for _____ Rate of pay expected \$ _____ per week

How did you learn of our organization? _____

Have you ever applied to us before? _____ If yes, when? _____

Availability: Full-Time _____ Part-Time _____ Temporary _____

On what date will you be available for work? _____

Are you a citizen of the United States? _____ If no, does immigration status permit you to work? _____

(Proof must be provided: Visa, green card, Social Security card, and driver's license).

If under 18 years of age, can you provide proof of eligibility to work? _____

If applying for a position that requires driving, do you have an appropriate license? _____

If applying for a position that requires driving, have you ever been ticketed for a moving traffic violation? _____ If yes, explain _____

If applying for a truck driver position, do you have a commercial driver's license? _____

Are you currently on "layoff" status, subject to recall? _____

Do you have a relative or friend employed by us? _____ If yes, name? _____

Are you physically or otherwise unable to perform the duties of the position which you are applying? _____

Have you been convicted of a crime (other than a traffic violation)? Conviction will not necessarily disqualify you from employment.

_____ If yes, please explain _____

Do you have any job related military experiences? _____ If yes, explain _____

RECORD OF EDUCATION

Education	Name and Location of School	Attended	Courses	Degree or Diploma
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____

Are there any experiences, skills, or qualifications that would benefit your employment with this Company?

MARYLAND RESIDENCE: 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. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00.

Applicant Signature _____ Date _____

EMPLOYMENT RECORD

List below all present and past employment, beginning with your most recent.

Name and Address of Company

Employed _____ to _____

May we Contact? _____

Starting Salary _____

Ending Salary _____

Supervisor _____

Describe in detail your duties: _____

Reason for Leaving: _____

Name and Address of Company

Employed _____ to _____

May we Contact? _____

Starting Salary _____

Ending Salary _____

Supervisor _____

Describe in detail your duties: _____

Reason for Leaving: _____

Name and Address of Company

Employed _____ to _____

May we Contact? _____

Starting Salary _____

Ending Salary _____

Supervisor _____

Describe in detail your duties: _____

Reason for Leaving: _____

Name and Address of Company

Employed _____ to _____

May we Contact? _____

Starting Salary _____

Ending Salary _____

Supervisor _____

Describe in detail your duties: _____

Reason for Leaving: _____

REFERENCES

List names other than relatives or past employers.

Name	Address	Profession	Telephone No.	How long known?
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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. 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.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

Date _____ Signature _____

Interviewed by _____ Date _____ Remarks _____