

# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

## PERSONAL INFORMATION

	Date		Social Security Number
Name			
	Last	First	Middle
Present Address			
	Street	City	State      Zip
Permanent Address			
	Street	City	State      Zip
Phone No.		Email Address	
Referred By		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## EMPLOYMENT DESIRED

Position	Date You Can Start	Salary Desired
Are You Employed Now? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If So May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ever Applied to this Company Before? <input type="checkbox"/> Yes <input type="checkbox"/> No		When?

## EDCUATION

Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## GENERAL

Subjects of Special Study or Research Work

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Job Related Skills (typing, driver's license, etc.)

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Activities Other Than Religious (Civic, Athletic, etc.)

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EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, SEX, COLOR OR NATURAL ORIGIN OF ITS MEMBERS

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**FORMER EMPLOYERS** List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES** List below three persons not related to you, whom you have known at least one year.

Name	Address	Position	Years Acquainted
1			
2			
3			

**“UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT 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.”**

“It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”

If you are to be hired by the Company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

I certify that all the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained on my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, general character reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers as references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employer contract. I further understand and agree that if I’m hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employees have been made to me, and I understand that no such promises or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to a medical examination and drug test before starting work. If employed, I also agree to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examination and tests, request that the examining doctor disclose to the Company the results of the examination; which shall remain confidential and segregated from personal life. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory means examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company’s Drug and Alcohol policy.

I understand that filling out this form does not indicate there is a position open and does not oblige the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise it policies or procedures, in whole or in part, at any time.

Date \_\_\_\_\_ Signature \_\_\_\_\_