



# Application for Employment

It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic. **\*PLEASE BE SURE TO COMPLETE ALL SHADED ITEMS**

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

**\*Position Applied For:** \_\_\_\_\_ **\*Salary Desired:** \_\_\_\_\_  
**\*Date Available:** \_\_\_\_\_ **\*Location(s) Preferred:** \_\_\_\_\_

Would you accept full-time work? Yes  No  Part-time Work? Yes  No

Have you ever been employed here before? No  Yes  Dates \_\_\_\_\_

Do you have a legal right to be employed in the U.S.? Yes  (If no, proof is required) No

Are you of legal age to work? Yes  No

List of Certification(s) / License(s): \_\_\_\_\_  
\_\_\_\_\_

Special Training and / or Skills: \_\_\_\_\_

## Educational Background

High School: \_\_\_\_\_

Name and location \_\_\_\_\_  
Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

College: \_\_\_\_\_

Name and location \_\_\_\_\_  
Course of study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

Graduate School: \_\_\_\_\_

Name and location \_\_\_\_\_  
Course of study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

For Office Use Only

Employee # \_\_\_\_\_

Hire Date \_\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments

Resume

Applicant Reference Check

Applicant Interview

Vocational, or other, training: \_\_\_\_\_

Name and location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate? Yes  No  Degree or Diploma \_\_\_\_\_

Continuing Education \_\_\_\_\_

**Previous Employers and Addresses**

Place an "X" here if you would prefer us to refer to the attached resume. **\*PLEASE BE SURE TO COMPLETE ALL SHADED ITEMS**

Place an "X" in the box by the employers you do not want us to contact. List the most recent employer first.

1. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Employed from / To /

Position \_\_\_\_\_ \*Last Wage [shaded]

Reason for leaving \_\_\_\_\_

2. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Employed from / To /

Position \_\_\_\_\_ \*Last Wage [shaded]

Reason for leaving \_\_\_\_\_

3. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Employed from / To /

Position \_\_\_\_\_ \*Last Wage [shaded]

Reason for leaving \_\_\_\_\_

4. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Employed from / To /

Position \_\_\_\_\_ \*Last Wage [shaded]

Reason for leaving \_\_\_\_\_

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDENDUM TO EMPLOYMENT APPLICATION**

LIE DETECTOR TESTS  
Labor and Employment Article Section 3-702  
Annotated Code of Maryland

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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

