

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, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations to participate in the application process.

PERSONAL INFORMATION

Date of Birth: _____ **Social Security Number:** _____

Name: _____

Last
First
Middle

Present Address: _____

Permanent Address: _____

Phone No. _____ **Email:** _____

Referred

By: _____ **Are you 18 yrs. Or older:**

Yes	No
-----	----

EMPLOYMENT DESIRED			
Position:	Date You Can Start:	Salary Desired:	
Are You Employed Now? Yes or No	If so may we inquire of your present employer?	Yes	No
Ever Applied to this Company Before?	Yes or No	When?	

EDUCATION	Circle Last Year Completed:	Did You Graduate?	Degrees Received If Any:
Name and Location of School			
Elementary School:	1 2 3 4 5	Yes or No	
Middle School:	1 2 3	Yes or No	
High School:	1 2 3 4	Yes or No	
College, Trade or Business School:	1 2 3 4	Yes or No	

Experience:

FORMER EMPLOYERS

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

Date: Month & Year	Name & Address of Employer:	Salary (upon leaving)	Position	Reason for Leaving
From:/To:				
Phone #:				
From:/To:				
Phone #:				
From:/To:				
Phone #:				
From:/To:				
Phone #:				

REFERENCES

List below three persons not related to you, when you have known at least one year:

Name:	Address & Phone #:	Relationship	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 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.”

“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. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that 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, no matter when discovered by the Company.

I understand that any employment is conditional on a background check. I authorize the Company to thoroughly investigate all statements contained in my application o resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am 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, option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel life. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired and 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 obligate the Company to hire. If hired, I agree to abide by the Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date: _____ Signature: _____