



**EMPLOYMENT APPLICATION**

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-working hours, and any other legally protected status.

**PLEASE PRINT CLEARLY**

Position(s) applied for (must indicate):				Date:	
How did you learn about the company? (circle one)					
Advertisement	Friend	Walk-in	Recruiting Firm	Current Employee	Other:
Last Name:		First Name:		Middle Name:	
Address:	Street:	City	State	Zip code	
Telephone Numbers			Social Security Number		
Cell ( )		Home ( )			
Email Address:			Do you receive email on your cell phone?		
Availability/Preference (circle)		Full-time	Part-Time	PRN/As Needed	

Which Shift are you available to work? (circle):                      1<sup>st</sup> Shift                      2<sup>nd</sup> Shift                      3<sup>rd</sup> Shift

What date are you available to begin working? \_\_\_\_\_

What is your salary requirement? \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?                      YES                      NO

Have you ever submitted an application with the company before?                      YES                      NO  
 If yes, please provide date: \_\_\_\_\_

Have you ever been employed with the company before?                      YES                      NO  
 If yes, please provide date: \_\_\_\_\_

Are you currently employed?                      YES                      NO  
 If yes, where? \_\_\_\_\_

May we contact your current employer for references?                      YES                      NO

Are you legally qualified to work in the United States?                      YES                      NO  
*(Proof of citizenship or immigration status will be required upon employment.)*

In order to permit a check of your work and education records, please indicate any and all other names you have used in the past:

\_\_\_\_\_

Have you ever been charged or convicted of a crime?                      YES                      NO  
 If yes, please explain: \_\_\_\_\_

If you are applying for a position that requires a professional license, is your license currently active? YES NO  
 If no, please explain: \_\_\_\_\_

Have you ever been excluded or debarred from any federal health care program or defaulted on a health education loan or scholarship? YES NO  
 If yes, please explain: \_\_\_\_\_

**EDUCATION**

	Elementary	High School	Technical School	College	Other
School Name and Location					
Years Completed	4 5 6 7 8 9	9 10 11 12	1 2	1 2 3 4	1 2 3 4 5
Diploma/Degree		YES NO	YES NO	YES NO	YES NO
Course of Study					
Summarize any special skills and training not listed above:					
Describe honors received:					
Professional Licenses and Certificates:	Type:	State Issued:	Date Issued:	Expires On:	Number:
List an professional, trade, business, or civil activities and offices held. You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status:					

**REFERENCES**

Provide Names, Direct contact phone numbers, email addresses of at least 3 PROFESSIONAL references, who are NOT related to you:			
Name	Direct Telephone Number	Email	How you know them
1.			
2.			
3.			
4.			
5.			

**PRIOR WORK EXPERIENCE (THIS SECTION MUST BE COMPLETED EVEN IF SUBMITTING A RESUME)**

1. Employer	Dates Employed	Work Performed
Name & Address:	From: To:	
Telephone:	ANNUAL SALARY/RATE	
Job Title:	Start: Final:	
Supervisor:		
Reason For Leaving:		

2. Employer	Dates Employed	Work Performed
Name & Address:	From: To:	
Telephone:	ANNUAL SALARY/RATE	
Job Title:	Start: Final:	
Supervisor:		
Reason For Leaving:		

3. Employer	Dates Employed	Work Performed
Name & Address:	From: To:	
Telephone:	ANNUAL SALARY/RATE	
Job Title:	Start: Final:	
Supervisor:		
Reason For Leaving:		

4. Employer	Dates Employed	Work Performed
Name & Address:	From: To:	
Telephone:	ANNUAL SALARY/RATE	
Job Title:	Start: Final:	
Supervisor:		
Reason For Leaving:		

**\*\*If you need additional space, please continue on the back of this application\*\***

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from employment or other experience:

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Have you ever had any job-related training in the United States Military?

YES NO

If yes, please give date: \_\_\_\_\_

Are you able to perform the essential requirements of the job?

YES NO

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

\_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE READ BEFORE SIGNING**

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Under Maryland Law, the Employer may not require or demand, as a condition of employment, or prospective employment or continued employment, that an individual submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK**

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or investigative consumer reports by **(The Company)** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by CredentialCheck, 575 East Big Beaver Road, Suite 300, Troy, Michigan 48083-1300, (888) 689-2000, <https://credentialcheck.com/> and/or Employer.

I understand that a "consumer report" may consist of my driving history ("MVR") from a state motor vehicle records agency or Department of Motor Vehicles, and authorize the Employer to obtain my MVR(s), which may contain personal information about me, such as my photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[End of Document]  
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**BACKGROUND INFORMATION**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Other Names/Alias \_\_\_\_\_  
Social Security\* # \_\_\_\_\_ Date of Birth\* \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State of Driver's License\* \_\_\_\_\_  
Present Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Former Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
E-mail \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

**[End of Document]**  
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