

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					Last First Middle	
Name		Date	Social Security Number			
Last	First	Middle				
Present Address						
Street		City	State	Zip		
Permanent Address						
Street		City	State	Zip		
Phone Number						
Main		Alternate				
Referred By						
EMPLOYMENT DESIRED						
Position		Date You Can Start	Salary Desired			
Are you Employed Now?		If so May We Inquire of your Present Employer				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Ever Applied to this Company Before?						
<input type="checkbox"/> Yes		<input type="checkbox"/> No		When?		
EDUCATION						
	Name & Location	Circle Last Year Completed	Did you Graduate?		Subjects & Degree(s) Received	
Grammar School			Yes No			
High School		1 2 3 4	Yes No			
College		1 2 3 4	Yes No			
Trade, Business or Correspondence School		1 2 3 4	Yes No			
GENERAL						
Subjects of Special Study or Research Work						
Job Related Skills (typing, driver's license, etc)						
Activities Other than Religious (Civic, Athletic, etc)						
EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS						

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FORMER EMPLOYERS

List Below your last four employers, starting with the last one first

Date Month & Year	Name and Address of Employer	Salary on 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 for at least one year.

Name	Address	Position	Years Acquainted
1			
2			
3			

"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."

"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.

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 conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without prior notice of such disclosure. In addition, I release the Company

I understand and agree that nothing contained in this application, or during my 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, at the 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 shall remain confidential and segregated from my personal file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examination 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 obligate 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 its policies or procedures, in whole or in part, at any time.

Date

Signature

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