

# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

NAME \_\_\_\_\_  
LAST FIRST MI

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE NUMBER \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? YES \_\_\_\_\_ NO \_\_\_\_\_

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

## EDUCATION

EDUCATION	NAME AND SCHOOL LOCATION	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE? WHAT DEGREE DID YOU RECEIVE?
HIGH SCHOOL			
COLLEGE OR TRADE SCHOOL			

## IF APPLICABLE COMPLETE THIS SECTION

SPECIAL SKILLS/QUALIFICATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE/COMPUTER SKILLS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MACHINERY OR SPECIAL EQUIPMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CDL CLASS A \_\_\_\_\_ CDL CLASS B \_\_\_\_\_ OTHER \_\_\_\_\_

**PREVIOUS EMPLOYERS (LIST LAST THREE EMPLOYERS, STARTING WITH THE LAST ONE FIRST)**

NAME, ADDRESS AND PHONE NUMBER OF PREVIOUS EMPLOYERS	DATES EMPLOYED	POSITION, DUTIES AND SALARY	REASON FOR LEAVING
	FROM  TO		
	FROM  TO		
	FROM  TO		

**REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU**

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN

"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."

DATE

SIGNATURE OF APPLICANT

I HEREBY AFFIRM THAT THIS APPLICATION CONTAINS NO WILLFUL MISREPRESENTATIONS OF FALSIFICATIONS AND THAT THIS INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM AWARE THAT IF AN INVESTIGATION AT ANY TIME SHOULD DISCLOSE ANY MISREPRESENTATION OR FALSIFICATION, MY APPLICATION WILL BE DISAPPROVED AND MAY BE CONSIDERED JUSTIFICATION FOR DISMISSAL IF DISCOVERED AT A LATER DATE.

DATE

SIGNATURE OF APPLICANT