

| FOR OFFICE USE ONLY     |                    |
|-------------------------|--------------------|
| Possible Work Locations | Possible Positions |
|                         |                    |

| FOR OFFICE USE ONLY |      |
|---------------------|------|
| Work Location       | Rate |
| Position            | Date |
|                     |      |

# Application for Employment

## (Maryland Version)

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. **The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT PLAINLY)

PERSONAL Date \_\_\_\_\_

Name \_\_\_\_\_  
Last
First
Middle

Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_  
No.
Street
City
State
Zip

Are you legally eligible for employment in the U.S.A.? Yes\_ No\_ If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes\_ No\_ If no, hire is subject to verification that you are of minimum legal age.

Position(s) applied for \_\_\_\_\_

Were you previously employed by us? Yes\_ No\_ If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? \_\_\_\_\_

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*(turn to next page)*

## EMPLOYMENT HISTORY

**List below present and past employment, beginning with your most recent**

| Name and Address of Company and Type of Business | From                       |     | To  |     | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|----------------------------|-----|-----|-----|------------------------|--------------------|--------------------|--------------------|
|  | Mo.                        | Yr. | Mo. | Yr. |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
|  | Describe the work you did: |     |     |     |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
| Telephone  |                            |     |     |     |                        |                    |                    |                    |

**II**

| Name and Address of Company and Type of Business | From                       |     | To  |     | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|----------------------------|-----|-----|-----|------------------------|--------------------|--------------------|--------------------|
|  | Mo.                        | Yr. | Mo. | Yr. |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
|  | Describe the work you did: |     |     |     |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
| Telephone  |                            |     |     |     |                        |                    |                    |                    |

**III**

| Name and Address of Company and Type of Business | From                       |     | To  |     | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|----------------------------|-----|-----|-----|------------------------|--------------------|--------------------|--------------------|
|  | Mo.                        | Yr. | Mo. | Yr. |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
|  | Describe the work you did: |     |     |     |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
| Telephone  |                            |     |     |     |                        |                    |                    |                    |

**IV**

| Name and Address of Company and Type of Business | From                       |     | To  |     | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|--|----------------------------|-----|-----|-----|------------------------|--------------------|--------------------|--------------------|
|  | Mo.                        | Yr. | Mo. | Yr. |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
|  | Describe the work you did: |     |     |     |                        |                    |                    |                    |
|  |                            |     |     |     |                        |                    |                    |                    |
| Telephone  |                            |     |     |     |                        |                    |                    |                    |

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes\_\_\_ No\_\_\_

Employer II? Yes\_\_\_ No\_\_\_

Employer III? Yes\_\_\_ No\_\_\_

Employer IV? Yes\_\_\_ No\_\_\_

Signed \_\_\_\_\_

## RECORD OF EDUCATION

| School             | Name and Address of School | Course of Study | Circle Last Year Completed |   |   |   | Did You Graduate?         |                          | List Diploma or Degree |
|--------------------|----------------------------|-----------------|----------------------------|---|---|---|---------------------------|--------------------------|------------------------|
|                    |                            |                 | 5                          | 6 | 7 | 8 | <input type="radio"/> Yes | <input type="radio"/> No |                        |
| Elementary         |                            |                 |                            |   |   |   | <input type="radio"/> Yes |                          |                        |
|                    |                            |                 |                            |   |   |   | <input type="radio"/> No  |                          |                        |
|                    |                            |                 |                            |   |   |   |                           |                          |                        |
| High               |                            |                 |                            |   |   |   | <input type="radio"/> Yes |                          |                        |
|                    |                            |                 |                            |   |   |   | <input type="radio"/> No  |                          |                        |
|                    |                            |                 |                            |   |   |   |                           |                          |                        |
| College            |                            |                 |                            |   |   |   | <input type="radio"/> Yes |                          |                        |
|                    |                            |                 |                            |   |   |   | <input type="radio"/> No  |                          |                        |
|                    |                            |                 |                            |   |   |   |                           |                          |                        |
| Other<br>(Specify) |                            |                 |                            |   |   |   | <input type="radio"/> Yes |                          |                        |
|                    |                            |                 |                            |   |   |   | <input type="radio"/> No  |                          |                        |
|                    |                            |                 |                            |   |   |   |                           |                          |                        |

## PERSONAL REFERENCES (Not Former Employers or Relatives)

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
|                     |         |              |
|                     |         |              |
|                     |         |              |

May we telephone you to follow up on this application at home? Yes\_ No\_

If yes, what is the best time to call? \_\_\_\_\_

May we telephone you to follow up on this application at work? Yes\_ No\_

If yes, what is the best time to call? \_\_\_\_\_

What is your business telephone number? \_\_\_\_\_

### PLEASE READ AND SIGN BELOW

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 NOTTO EXCEED \$100.

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

### PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

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

# APPLICANT - Do not write on this page

## FOR INTERVIEWER'S USE

| INTERVIEWER | DATE | COMMENTS |
|-------------|------|----------|
|             |      |          |
|             |      |          |
|             |      |          |
|             |      |          |

## FOR TEST ADMINISTRATOR'S USE

| TESTS ADMINISTERED | DATE | RAW SCORE | RATING | COMMENTS AND INTERPRETATION |
|--------------------|------|-----------|--------|-----------------------------|
|                    |      |           |        |                             |
|                    |      |           |        |                             |
|                    |      |           |        |                             |
|                    |      |           |        |                             |
|                    |      |           |        |                             |
|                    |      |           |        |                             |

## REFERENCE CHECK

| *Position Number | RESULTS OF REFERENCE CHECK | *Position Number | RESULTS OF REFERENCE CHECK |
|------------------|----------------------------|------------------|----------------------------|
| I                |                            | IV               |                            |
| II               |                            |                  |                            |
| III              |                            |                  |                            |

**\*See Page 2**

This "Application for Employment" is prepared for general use throughout the United States. Employment laws and legal requirements change frequently, however. THE VWE GROUP, INC. assumes no responsibility for an employer's use of this form or any decision made in connection with the form.