



EMPLOYMENT APPLICATION

TOWN OF EMMITSBURG IS AN EQUAL OPPORTUNITY EMPLOYER. All applicants for positions within our organization are considered without regard to race, color, age, sex, religion, national origin, status as a qualified individual with a disability, marital or veteran status, or any other classification protected by applicable law.

PERSONAL INFORMATION

Name: _____
Last First Middle

Social Security Number: _____ - _____ - _____ Email: _____

Home Telephone: () _____ Cell: () _____

Address: _____
Number/Street City State Zip

Can you, upon offer of employment, submit verification of your legal right to work in the United States? ___ Yes ___ No
(In accordance with the Immigration and Control Act of 1986, any offer of employment by Town of Emmitsburg is conditioned upon satisfactory proof of identity and legal eligibility to work in the United States.)

Are you at least 18 years of age? ___ Yes ___ No (If less than age 18 yrs., you will need to provide a work permit and/or age certificate upon offer of employment.)

Have you ever been convicted of a crime or received a verdict of anything other than not guilty in any criminal investigation or proceeding? ___ Yes ___ No If yes, describe when the conviction occurred, the facts and circumstances, and any facts pertaining to rehabilitation. (Do not list any criminal charges for which the records have been expunged. A criminal offense will not necessarily bar you from employment.)

Position Applying For: _____ Pay Rate: _____

Available to Work: Mon Tues Wed Thurs Fri Sat Sun Full time Part-time Temporary

Date Available to Start: _____

Are you able to perform the essential functions of the job for the position for which you are applying with or without reasonable accommodation? ___ Yes ___ No

Have you ever been employed by the Town of Emmitsburg? ___ Yes ___ No

If yes, list dates: _____ Reason for Leaving: _____

Have you applied for employment with us before? ___ Yes (Date: _____) ___ No

EDUCATIONAL BACKGROUND

<i>Name and Location</i>	<i>Years Completed</i>	<i>Graduate (Yes/No)</i>	<i>Degree or Certification Achieved</i>
College:			
High School:			
Other:			

All information provided is subject to verification.

EMPLOYMENT HISTORY

Beginning with your most recent employer, list employment/jobs you have held for last ten (10) years. You may attach a resume and reference list, but not in place of completing the required information. (Information provided is subject to verification.)

<i>Company Name/Location</i>	<i>Employed To/From</i>	<i>Position Held/ Ending Salary</i>	<i>Supervisor Name/ Telephone Number</i>	<i>May we contact? (yes/No)</i>

Please list three (3) work references from people who are familiar with your work history, skills, ability and character. Information provided is subject to verification.

<i>Name/Title/Company</i>	<i>Tel. No.</i>	<i>Yrs. Known/Relationship</i>

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.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING BELOW

For consideration for employment with TOWN OF EMMITSBURG, you must complete this Application for Employment in its entirety and sign where indicated below. This Application for Employment will remain valid for employment consideration for only sixty (60) days from today's date. After sixty (60) days, you must re-apply for consideration for any position.

ACKNOWLEDGMENT

1. I certify that the answers given by me are true and correct without omissions of any kind whatsoever. I understand that intentional falsification of information, misleading statements or omissions made by me in connection with my application, or in responding to requests for information, will be sufficient grounds for my rejection as a candidate for employment or for my immediate discharge.
2. I understand that any offer of employment will be contingent upon obtaining a satisfactory background check as well as satisfactory employment and/or character references. I hereby authorize all listed references and former employers to give TOWN OF EMMITSBURG and/or its authorized agent any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise, and release all parties from any claims, causes of action, or liability from damages that may or could result in furnishing such information.
3. I consent to take any physical examinations, including but not limited to tests for alcohol or drugs, that may be requested by TOWN OF EMMITSBURG (1) following an offer of employment and prior to commencement of work; and (2) during the course of my employment, consistent with applicable law, including but not limited to the Americans With Disabilities Act. I further authorize any health care professional who performs such an examination or who has other information concerning my physical, mental or other medical status to release such information to the TOWN OF EMMITSBURG.

Applicant Signature

Date