



9050 Junction Drive, Annapolis Junction, MD 20701

## Application For Employment

Our Company is an equal opportunity employer and will consider all applicants for all positions equally without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

This application will be given every consideration but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner, as no action can be taken on this application until all questions have been answered. Your application will remain on file for 6 months.

### PERSONAL INFORMATION

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

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

Home Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City/State Zip

Email Address: \_\_\_\_\_

Are you over 18 years of age?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

Have you ever been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court?  Yes  No

If yes, state the offense, location, date and disposition (list only conviction which have not been expunged): (NOTE: A conviction will not necessarily disqualify you from Employment.)

*If applying for a driving position, please complete the following (you will be required to furnish a current copy of your driving record).*

State Driver's license is issued: \_\_\_\_\_ Class/Type: \_\_\_\_\_

### EMPLOYMENT DESIRED

Are you seeking  Full time  Part Time  Temporary or Seasonal Employment?

What hours/days are you available to work? \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date available to start: \_\_\_\_\_ Salary desired?: \_\_\_\_\_

Have you ever applied to our company before?  Yes  No If yes, When?: \_\_\_\_\_

Have you ever worked for our company before?  Yes  No If yes, When?: \_\_\_\_\_

How did you learn of our company and/or position: \_\_\_\_\_

**EDUCATION**

Name, Address, Location	Years Completed	Graduate?	Course Studied
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	Diploma:
College		<input type="checkbox"/> YES <input type="checkbox"/> NO	Diploma:
Trade School		<input type="checkbox"/> YES <input type="checkbox"/> NO	Diploma or Certification:

Are you planning to pursue further studies?  Yes  No

If yes, when, where, and what courses? \_\_\_\_\_

List any scholastic honors, offices held, and activities involved in during high school and college:

\_\_\_\_\_

List and describe any other school or Specialized Training: \_\_\_\_\_

**SPECIAL SKILLS**

Type?  Yes  No Words per Minute: \_\_\_\_\_

Calculator?  Yes  No

Fluent in Foreign Language?  Yes  No  Read  Speak  Write \_\_\_\_\_

Please list all software, computer systems familiar with: \_\_\_\_\_

\_\_\_\_\_

If applying for warehouse, list type of equipment used: \_\_\_\_\_

Hand Held Scanner?  Yes  No Stand Up Forklift  Yes  No

**MILITARY**

Have you ever served in the military?  Yes  No

Service Branch: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Date Separated: \_\_\_\_\_ Final Rank: \_\_\_\_\_

Are you currently a member of a reserve Organization?  Yes  No

Did you receive any specialized training while in the military? \_\_\_\_\_

**JOB FUNCTIONS**

Can you perform the essential functions of the job for which you are applying for with or without reasonable accommodation?  Yes  No

**WORK HISTORY**

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service, periods of unemployment, or gaps between employers. If self-employed, give firm name and supply business references.

PLEASE GIVE MONTH AND YEAR. DO NOT REFERENCE RESUME, PROVIDE SUMMARY EVEN IF ATTACHING RESUME

If presently employed, may we contact your present employer?  Yes  No

Company Name	Telephone
Address	Employed - (state month and year) From To
Name/Title of Supervisor	Salary Start Last
Job Title	Reason for Leaving
Duties	

Company Name	Telephone
Address	Employed - (state month and year) From To
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Job Title	Reason for Leaving
Duties	

Have you worked in any of your previous positions under another name, please give that name(s): \_\_\_\_\_

Have you ever been fired, or asked to resign, from a job?  Yes  No If yes, please explain:

Use the space below to describe why you are interested in working for our company, and list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on back.

**REFERENCES**

<b>NAME</b>	<b>ADDRESS</b>	<b>AREA CODE &amp; PHONE NUMBER</b>	<b>RELATIONSHIP</b>

**AFFIDAVIT**

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false or misleading or otherwise incorrect statements made on this application may be grounds for immediate discharge.

I hereby authorize the Company to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications. I give my full and complete consent to their revealing any and all information they wish (including salary history) as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I understand that, as a condition of employment, I may be required to take a test for substance abuse and/or physical examination, except where prohibited by law.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I further understand that nobody in the company is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President of the Company. I also understand that my employment is “at-will” and may be terminated by myself or the Company at any time for any reason or no reason at all, with or without prior notice.

I FULLY UNDERSTAND AND ACCEPT ALL TERMS AND CONDITIONS OF THE ABOVE STATEMENT.

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

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

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



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VOLUNTARY APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

As employers/governmental contractors, we comply with government regulations, including affirmative action responsibilities.

In an effort to comply with requirements regarding government record keeping, reporting and other legal requirements we request that you complete the "Voluntary Applicant Data Record".

This data will be for used periodic governmental reporting and will be kept in a confidential file separate from the Application for Employment. Inclusion or exclusion of any data will not affect any employment decision. Your cooperation is appreciated.

THE COMPLETION OF THIS DATA RECORD IS STRICTLY VOLUNTARY.

(PLEASE PRINT)

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

Position(s) applied for: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Referral Source: (please check one of the options below)

Advertisement Friend Relative Walk-In Agency Other

Gender: (please check one of the options below)

Male Female

Race/Ethnicity: (Please check one of the options below)

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.