

1. Name (Last, First, Middle)				5. Position you are applying for																																																															
Address: Number & Street				6. Date of Application																																																															
City, State, & Zip Code				7. Date available to work																																																															
2. Email Address				8. Lowest pay you will accept																																																															
3. Cell Phone: (Include Area Code)				9. Are you legally authorized to accept work and remain in the United States?																																																															
4. Home Phone: (Include Area Code)				☐ Yes ☐ No (Proof of identity and authorization will be required upon employment)																																																															
10. Are you currently 18 years or older? If not, state your age:				☐ Yes ☐ No																																																															
11. Licenses:																																																																			
Do you have a valid Driver's License?				☐ Yes ☐ No																																																															
Driver License #		State:		Expiration Date:																																																															
Type of License:		☐ Commercial ☐ Non Commercial		Class:																																																															
List all other professional licenses, registrations, and certificates:																																																																			
Type:		Number:		Expiration Date:																																																															
Type:		Number:		Expiration Date:																																																															
12. List all machines or equipment, including office equipment, you can operate skillfully.																																																																			
13. List all additional qualifications & skills:																																																																			
14. EDUCATION AND TRAINING CHECK HIGHEST GRADE COMPLETED <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th colspan="8">GRADE SCHOOL</th> <th colspan="4">HIGH SCHOOL</th> <th colspan="4">COLLEGE</th> <th colspan="4">GRADUATE SCHOOL</th> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> <td>1</td><td>2</td><td>3</td><td>4</td> <td>1</td><td>2</td><td>3</td><td>4</td> <td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td> <td>☐</td><td>☐</td><td>☐</td><td>☐</td> <td>☐</td><td>☐</td><td>☐</td><td>☐</td> <td>☐</td><td>☐</td><td>☐</td><td>☐</td> </tr> </table>								GRADE SCHOOL								HIGH SCHOOL				COLLEGE				GRADUATE SCHOOL				1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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High School Name				College Name																																																															
City				State																																																															
Did you graduate? ☐ Yes ☐ No				Did you graduate? ☐ Yes ☐ No																																																															
Or				Degree(s)																																																															
Do you have a G.E.D. or equivalent?				Major _____ Minor _____																																																															
☐ Yes ☐ No				Hrs. Completed																																																															
In this space, list additional training and education completed.																																																																			
15. References. List three persons who are not related to you and who have knowledge of your qualifications. Do not repeat supervisors listed under Experience Item 16.																																																																			
Name		Address				Phone																																																													

16. Experience. Starting with your current or most recent job, list all positions you have held in the last ten years. If you consider it appropriate to this application, you may include as an addendum, positions held earlier than ten years ago. Be concise, but do not omit information, which may be relevant to the position for which you are applying. If you need additional blocks, use blank sheets.

Please complete each section of the application. Do not state "see resume" in place of required information on the application"

A. Dates of Employment From: _____ To: _____		Job Title _____	Number of Persons Supervised _____
_____	Hrs. Per Week _____	Name of Supervisor _____	Area Code and Phone _____

Name and Address of Business or Employer: _____

Reason for Leaving: _____

May we contact this employer? _____ If not, why not? _____

Description of duties: _____

B. Dates of Employment From: _____ To: _____		Job Title _____	Number of Persons Supervised _____
_____	Hrs. Per Week _____	Name of Supervisor _____	Area Code and Phone _____

Name and Address of Business or Employer: _____

Reason for Leaving: _____

May we contact this employer? _____ If not, why not? _____

Description of duties: _____

C. Dates of Employment From: _____ To: _____		Job Title _____	Number of Persons Supervised _____
_____	Hrs. Per Week _____	Name of Supervisor _____	Area Code and Phone _____

Name and Address of Business or Employer: _____

Reason for Leaving: _____

May we contact this employer? _____ If not, why not? _____

Description of duties: _____

D. Dates of Employment From: _____ To: _____		Job Title _____	Number of Persons Supervised _____
_____	Hrs. Per Week _____	Name of Supervisor _____	Area Code and Phone _____

Name and Address of Business or Employer: _____

Reason for Leaving: _____

May we contact this employer? _____ If not, why not? _____

Description of duties: _____

17. Military Service ☐ Yes ☐ No Branch of Service _____
Serial or Service No. _____ Dates of Service From: _____ To: _____
Did your military service have any relationship to the position for which you have applied? _____
If yes, please explain _____

18. Are you related by blood or marriage to any County employee(s)?

☐ Yes

☐ No

If yes, complete the following:

Name

Department

Relation

19. Have you been employed with us before? ☐ Yes ☐ No

If Yes, answer questions below:

A. Dates of Employment From: _____ To: _____ B. Position Held _____

C. Reason for leaving: _____

20. Are you able to perform **all** of the duties and meet **all** of the requirements as listed in the job ad for the job which you are applying (listed in section 5) with or without accommodations?

☐ Yes ☐ No

PLEASE READ CAREFULLY

- a. 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, except law enforcement officers as defined in 727 of Article 27, or any employee of any law enforcement agency of the State of Maryland, or any county incorporated city or town, or other municipal corporation. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.
- b. In submitting this application for employment, I authorize investigation of all statements contained therein. I hereby authorize Wicomico County to make any contacts considered necessary to my employment, such as previous employers, criminal or credit bureau records. I authorize any person or organization whose name I have given as a character reference or by whom I have been previously employed and any educational institution which I have stated I attended to furnish the County any information they may have concerning me. I hereby release all such persons, organizations, and institutions from any claims for damages or otherwise by reason of furnishing such information and records. It is understood and agreed that any misrepresentations or omissions by me in this application will be sufficient cause for cancellation of the application or the separation from the County employment.
- c. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for substance abuse. I also understand and agree that, if employed, I may be required to submit to an alcohol or substance abuse screening as required by law and County Policies and Procedures. I hereby consent to having the results of any such alcohol or substance abuse screening I may be required to undergo disclosed to County Government. I understand that this application is the property of County Government and will be part of my personnel file if I am accepted for employment. Driving record checks may be required of an applicant or employee who may be required to operate a County or personal vehicle on County business. This will also depend on the nature of the position and the insurance company's requirements. I hereby authorize the County to obtain a complete driving history.
- d. Any applicant who is selected for employment by Wicomico County must, as a condition of employment and before any offer of employment can be considered final, complete United States Department of Justice Immigration and Naturalization Service Form I-9 and provide acceptable documents that establish both identity and employment authorization as defined by Federal Regulation. The foregoing must be accomplished before employment and failure to do so will cancel any offer of employment with Wicomico County. The proposed employee has 5 working days within which to comply with these requirements.

Acknowledged and Understood:

Signature

Date