

EDUCATION

High School [Optional] (Name and Location)

Field of Study**Years Completed****Degree**

College Attended (Name and Location)

Field of Study**Years Completed****Degree**

Graduate School Attended (Name and Location)

Field of Study**Years Completed****Degree**

Other (Name and Location)

Field of Study**Years Completed****Degree**

Honors Received

If applicable, list below any names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

Names:

List all special technical skills that you feel qualify you for the job for which you are applying (For example ... computer programming/language, software, equipment operation, special tools or machines, etc.)

Skills:

EMPLOYMENT HISTORY

(Please provide a complete history of your three most recent positions. List all positions held including military, part-time, summer and volunteer. List in chronological order starting with the present or most recent position.)

Name and Address of Present or Most Recent Employer

Dates of Most Recent Employment (Month/Year)

From	To	Telephone #	Salary
_____	_____	_____	_____

Job Title and Duties

Name of Immediate Supervisor	Title	Telephone #
_____	_____	_____

May we contact?	If NO, why not?
Yes	No
_____	_____

Reason for Leaving

What will this employer say was the reason your employment terminated?

How much notice did you give when resigning? If none, explain.

Name and Address of Present or Most Recent Employer

Dates of Most Recent Employment (Month/Year)

From	To	Telephone #	Salary
_____	_____	_____	_____

Job Title and Duties

Name of Immediate Supervisor	Title	Telephone #
_____	_____	_____

May we contact?	If NO, why not?
Yes	No
_____	_____

Reason for Leaving

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From	To	Telephone #	Salary
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Job Title and Duties

Name of Immediate Supervisor	Title	Telephone #
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May we contact?	If NO, why not?
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Yes

No

Reason for Leaving

What will this employer say was the reason your employment terminated?

How much notice did you give when resigning? If none, explain.

Have you ever been terminated or asked to resign from any job?	No	If Yes, how many times?
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Has your employment ever been terminated by mutual agreement?	No	If Yes, how many times?
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Have you ever been given the choice to resign rather than be terminated?	No	If Yes, how many times?
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If you answered Yes to any of the above three (3) questions, please explain the circumstances of each occasion.

Circumstances:

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name _____ **Position** _____ **Company** _____

Work Relationship (i.e., supervisor, co-worker) _____ **Phone #** _____

Name _____ **Position** _____ **Company** _____

Work Relationship (i.e., supervisor, co-worker) _____ **Phone #** _____

Name _____ **Position** _____ **Company** _____

Work Relationship (i.e., supervisor, co-worker) _____ **Phone #** _____

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right , without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

This Company is an at-will employer as allowed by applicable state law, this means that regardless of any provision in this application, if hired, the Company or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the Company is authorized to enter into an agreement--express or implied--with me or any applicant for employment for a specified period of time unless such an agreement is in a written contract signed by the President of the Company.

If hired, I agree to conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I authorize the Company or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

This application will be considered active for a maximum of sixty (60) days. If you wish to be considered for employment after that time, you must reapply.

I certify that all of the information that I have provided on this application is true, accurate, and complete.
(By typing your name below, you agree that this is valid as your signature.)

Applicant Signature

Date

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, polygraph, or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not to exceed \$100. I have read and understand the above statement.

Applicant Signature

Date

Under Massachusetts law, it is unlawful for an employer to require or to administer a lie detector, polygraph or similar test as a condition of employment or continued employment.

Federal and/or state law may prohibit the use of lie detector, polygraph or similar test as well.

This application may not be applicable for all industries.

Additional Comments

Please complete or decline our short "Invitation to Self Identify" survey. Thank you!

Complete Survey

Decline Survey