



Town of Bladensburg Employment Application

RETURN TO:

TOWN OF BLADENSBURG
PERSONNEL OFFICE
4229 EDMONSTON ROAD
BLADENSBURG, MD 20710

PHONE: (301) 927-7048
FAX: (301) (301) 927-5257

/www.bladensburg.com

Directions: Answer each and every question on all four pages of the application. A résumé may be submitted only to supplement information on the application. Résumés may not be used in place of any information requested on the application. Write "N/A" in the answer field if the question is not applicable to you. Please type or print legibly. A separate application must be submitted for each position for which you apply.

Position Desired _____ Announcement No. _____ Date _____

Name _____ Social Security No. _____
Last First Middle

Address _____ Home No. _____
Street Area Code Number

_____ Cell No. _____
City State Zip Code Area Code Number

Email _____ Work No. _____
Area Code Number

To facilitate reference checks, please indicate any other name under which you have been employed _____

Are you a minor (under 18 years of age)? Yes No

EDUCATION

Circle highest grade completed 6 7 8 9 10 11 12 GED College: 1 2 3 4 5 6

Dates Attended	Institution	Course of Study	Degrees Attained
	High School		
	Address		
	College		
	Address		
	Graduate School		
	Address		

Have you received any additional training, workshops, short courses, or performed volunteer work, etc. related to the position?

EMPLOYMENT HISTORY

Start with your present or last job and include your employment history for at least the last 10 years. Please fill out this section carefully and completely, since you are given credit only for jobs you list and dates you include. Please attach an additional sheet if you need more space. Include military experience and describe any major assignments. Include periods of self employment. Give details of any supervisory duties you may have had. Answer each and every question on all four pages of the application. A résumé may be submitted only to supplement information on the application. Résumés may not be used in place of any information requested on the application. Write "N/A" in the answer blank if the question is not applicable to you. Please type or print legibly.

If you are still employed, may your present employer be contacted? Yes No

Have you previously worked for the Town of Bladensburg: Yes No

Position _____ Department _____ Dates _____

1. Employed by _____

Address _____

Supervisor's Name _____ Telephone _____

Dates Employed From (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____

Job Title _____

Duties _____

Reason for Leaving _____

2. Employed by _____

Address _____

Supervisor's Name _____ Telephone _____

Dates Employed From (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____

Job Title _____

Duties _____

Reason for Leaving _____

3. Employed by _____
Address _____
Supervisor's Name _____ Telephone _____
Dates Employed From (mo/yr) _____ To (mo/yr) _____
Starting Salary _____ Final Salary _____
Job Title _____
Duties _____
Reason for Leaving _____

4. Employed by _____
Address _____
Supervisor's Name _____ Telephone _____
Dates Employed From (mo/yr) _____ To (mo/yr) _____
Starting Salary _____ Final Salary _____
Job Title _____
Duties _____
Reason for Leaving _____

Do you have any experience or qualifications not listed elsewhere which relate to the applied for? (List below)

If the position for which you are applying requires the operation of a motor vehicle, please answer the following:

Do you have a valid driver's license? Yes No State _____ License Number _____

Has your license been revoked or suspended in the last twelve (12) months? Yes No

If yes, explain: _____

What date would you be available to begin work? _____

What equipment can you operate? _____

REFERENCES

List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Work Experience.

Full Name	Present Business or Home Address (Number, Street, City, State, Zip)	Telephone Number

At the time of hire, both citizens and non-citizens are required by Federal law to provide proof of identification and authorization to work.

The Town of Bladensburg is an equal opportunity employer. The Town does not discriminate against applicants or employees on the basis of race, creed, color, religion, sex, national origin, ancestry, marital status, disability, presence of children, sexual orientation, or age. This policy of non-discrimination extends to all terms, conditions, and privileges of employment and to all personnel actions.

Are you a U.S. Veteran? Yes No Branch of Service _____
 Type of Discharge _____ Dates of Military Service _____

Have you ever been convicted of a crime? Yes No if yes, please give all the facts. Do not list any criminal charges for which the records have been expunged. (A conviction does not automatically mean that you cannot be appointed. When and what you were convicted of are important.)

All information given on this application/résumé or by oral statements is true and correct. I understand that any false or misleading statements or omissions made may eliminate me from further consideration for employment or may be grounds for immediate dismissal regardless of when false or misleading statements or omissions are discovered. I authorize the Town of Bladensburg and all my previous employers to conduct or participate in an investigation of my personal background, work history, educational credentials, driving record, credit record, and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

Signature _____ Date _____

The following notice applies to everyone except applicants for law enforcement officer positions or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or any other municipal corporation.

"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 NOT TO EXCEED ONE HUNDRED DOLLARS (\$100.00)."

All applicants must sign to acknowledge they have read the above notice, which applies to everyone except applicants for law enforcement officer positions or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or any other municipal corporation.

Signature _____ Date _____