

Poolesville General Employment Application



Town Of Poolesville
19721 Beall Street, Poolesville, MD 20837

The Town of Poolesville is an equal opportunity employer and considers all applications for employment without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation or any other legally protected status. Each applicant selected for a position must meet all the requirements of the position. Such requirements may include successful completion of a verbal or written examination, a medical examination, and a confidential investigation, as well as submission of certain documents.

How did you hear about us? advertisement? employment agency? friend or relative? web?
 inquiry? Other? _____

Date _____ Position _____

Last Name First Name Middle Name

Physical Address

Mailing Address (if different)

Home number Cell number Email address

Have you applied with us before? If yes, give date. _____

Have you been employed with us before? If yes, give dates and position.

Reason for leaving? _____

Do any of your friends or relatives work for the City? _____ If so, what department? _____

Are you currently employed? _____ If yes, may we contact your employer? _____

Are you prevented from lawfully becoming employed in this country for any reason? _____

Proof of citizenship will be required upon employment.

On what date will you be available for work? _____ Subject to any lay-off recall? _____

Desired salary range? _____

Can you travel if the position requires it? _____

Have you ever been convicted of a felony? _____

Poolsville General Employment Application

Beginning with your current or most recent employment, please complete the following.

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____
Phone: _____ Rate of pay, starting: _____ final _____
Job Title _____ Supervisor _____
Reason for leaving _____

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____
Phone: _____ Rate of pay, starting: _____ final _____
Job Title _____ Supervisor _____
Reason for leaving _____

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____
Phone: _____ Rate of pay, starting: _____ final _____
Job Title _____ Supervisor _____
Reason for leaving _____

Employer: _____ Dates employed: _____ to _____
Work performed _____

Address: _____
Phone: _____ Rate of pay, starting: _____ final _____
Job Title _____ Supervisor _____
Reason for leaving _____

Please list additional experience on separate page.

Poolesville General Employment Application

Education

	Name and Address	Course of Study	Diploma/degree
High School			
Undergraduate College			
Graduate/Professional			
Other (specify)			
Other (specify)			

Foreign Languages

	Fluent	Well	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job-related training received in the U.S. Military

Do you have a valid drivers license? YES _____ NO _____

If yes, state jurisdiction in which license was issued:

Expiration Date _____ Type _____

Pooleville General Employment Application

Summarize special job-related skills and qualifications acquired from employment or other experience.

List Professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Computer Skills

- Microsoft Word
- Excel
- Other _____

Equipment Used (Please List)

List any additional information, skills, or equipment used that you may feel would be helpful in considering your application. Please include any certifications earned

References

You must list at least four (4) references. **Do NOT include family members or past supervisors.**

Name	Address	Phone	Relationship

Applicant Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- This application for employment shall be considered for a period of time not to exceed **90 days**. Any applicant wishing to be reconsidered for employment after this time should file a new application.
- I hereby understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an at will nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this at will employment relationship may not be changed by any written document or by conduct unless change is specifically acknowledged in writing by an authorized executive of this organization.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date of Application

Return to: Town of Poolesville 19721 Beall Street, Poolesville, MD 20837

Office Use Only

Date Application Received _____