



7544 Bayside Road  
 Chesapeake Beach, MD 2-732  
 Phone: 410/257.2727 Fax: 800/361-8271  
 Email: infokids@comcast.net

### EMPLOYMENT APPLICATION

<b>PERSONAL INFORMATION:</b>		Date:
Last Name:	First Name:	Middle Name:
Street Address:	City/State:	Zip:
Home Telephone:		Cell Phone:
Work Telephone:		E-Mail Address:
Social Security Number:		
Upon employment, can you show verification of your legal right to work in the United States? (circle one)		Are you at least 18 yrs old?
Yes No		Yes No
Have you ever been convicted of a felony which has not been expunged or sealed by the court?		Yes No

<b>POSITION APPLYING FOR:</b>	
Position Desired:	Salary Desired: \$
How were you referred? (circle one)	
Web	Newspaper Employee Referral
	Employment Referral → (provide name) Other → (provide information)
Available Start Date:	Days/Hours Available:
	Available to Work: (circle one)
	Full Time Temporary
	Part Time Seasonal

<b>EDUCATION:</b>			
School Name	City, State	Major Course of Study	Highest Grade Completed Diploma/Degree
High School			
College			
Business, Technical, Trade School			
Activities, Honors, Offices Held That Are Job Related.			
Describe Other Job Related Training Completed.			

<b>U.S. MILITARY SERVICE:</b>			
BRANCH/DUTY/LOCATION	MILITARY SPECIALTY	HIGHEST RANK	SPECIAL HONOR/SPECIAL TRAINING/ SERVICES SCHOOLS ATTENDED

**WORK EXPERIENCE** (Begin with most recent position)

<b>Employer:</b>		<b>Address:</b>	<b>City/State:</b>
<b>Phone Number:</b>		<b>Supervisor:</b>	<b>May We Contact: (circle one)</b>
			Yes No
<b>Dates Employed:</b>		<b>Start Rate of Pay:</b>	<b>Final Rate of Pay:</b>
<b>From:</b>	<b>To:</b>	\$	\$
<b>Work Performed:</b>			
<b>Reason for Leaving: (be specific)</b>			

<b>Employer:</b>		<b>Address:</b>	<b>City/State:</b>
<b>Phone Number:</b>		<b>Supervisor:</b>	<b>May We Contact: (circle one)</b>
			Yes No
<b>Dates Employed:</b>		<b>Start Rate of Pay:</b>	<b>Final Rate of Pay:</b>
<b>From:</b>	<b>To:</b>	\$	\$
<b>Work Performed:</b>			
<b>Reason for Leaving: (be specific)</b>			

<b>Employer:</b>		<b>Address:</b>	<b>City/State:</b>
<b>Phone Number:</b>		<b>Supervisor:</b>	<b>May We Contact: (circle one)</b>
			Yes No
<b>Dates Employed:</b>		<b>Start Rate of Pay:</b>	<b>Final Rate of Pay:</b>
<b>From:</b>	<b>To:</b>	\$	\$
<b>Work Performed:</b>			
<b>Reason for Leaving: (be specific)</b>			

**SPECIALIZED SKILLS** (skills/Equipment Operated)

<b>What professional job related licenses do you hold?</b>

**ADDITIONAL INFORMATION**

<b>Would you consider relocation? (circle one)</b>	
Yes No If yes, please list limitations.	

**PERSONAL REFERENCES** (give the names of three persons whom you are not related and by whom you have not been employed)

Name/Address	Telephone	Occupation	Years Known

**CONDITIONS OF EMPLOYMENT** (please read the following statements carefully as they constitute conditions for employment)

1. The information that I have provided on this application is accurate and true to the best of my knowledge.
2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in refusal of employment, or if employed, immediate termination from employment.
3. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identify and employment eligibility.
4. I agree to protect confidential information, trade secrets, and proprietary information of the company, and the company's vendors, licensors, marketing partners or clients and family entrusted to the company, and will not disclose to the company any confidential information of others.

Thank you for taking the time to complete our Employment Application.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)