Application for Employment PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE	Town of Boonsboro 21 North Main Street Boonsboro, Maryland 21713 301-432-5141 301-432-4050 (fax) www.town.boonsboro.md.us	

(PLEASE PRINT OR TYPE)

PLEASE COMPLETE PAGES 1-4. DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ – _____ – _____

Telephone (___)_____

If under 18 years of age, can you provide required proof of your eligibility to work? _____

Position applied for (1) _____
and salary desired (2) _____
(Be specific)

Have you ever filed and application or previously been employed with us before? _____

Are you currently employed?_____

May we contact your present employer?_____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____

Employment desired ❑FULL-TIME ONLY ❑PART-TIME ONLY ❑FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ❑ No ❑ Yes

If yes, please explain. _____

_____

Application for Employment PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE	Town of Boonsboro 21 North Main Street Boonsboro, Maryland 21713 301-432-5141 301-432-4050 (fax) www.boonsboro.org	

(PLEASE PRINT OR TYPE)

Employment Experience	Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment Dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Application for Employment PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE	Town of Boonsboro 21 North Main Street Boonsboro, Maryland 21713 301-432-5141 301-432-4050 (fax) www.boonsboro.org	

(PLEASE PRINT OR TYPE)

Employment Experience	Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**		
Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment Dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment Dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? ❑ Yes ❑ No

Did you complete this application yourself ❑ Yes ❑ No

If not, who did? _____

Application for Employment PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE	Town of Boonsboro 21 North Main Street Boonsboro, Maryland 21713 301-432-5141 301-432-4050 (fax) www.boonsboro.org	

(PLEASE PRINT OR TYPE)

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (___) _____	Telephone (___) _____

Use the space below to summarize any additional information necessary to describe your qualifications, experience, and skills for the specific position for which you are applying.

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate 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 active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with the Town 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 this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Town.

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: _____

The Town of Boonsboro, MD is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment depends solely on your qualifications.