

Application for Employment

Name of applicant (Please Print) _____

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, national origin, age, marital status, citizenship, veterans' status, physical or mental disability that does not prohibit performance of essential job functions or any other basis protected by federal, or applicable state or local law.

Position(s) applied for _____ Date of application ____/____/____

Driver's license number if driving is an essential job function _____ State _____

Referral Source ☐ Advertisement ☐ Employee ☐ Relative ☐ Government Employment Agency
☐ Walk-in ☐ Private Employment Agency ☐ Other _____

Name of source (if applicable) _____

Name _____ FIRST _____ LAST _____ MIDDLE _____

Address _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____ Social Security # _____

Telephone # (____) _____ Mobile/Beeper/Other Phone # (____) _____ E-mail _____

If necessary, best time to call you at home is _____ : _____ AM
PM

May we contact you at work? _____ ☐ Yes ☐ No AM
PM

If yes, work number and best time to call _____ (____) _____ : _____ AM
PM

If you are under 18 and it is required, can you furnish a work permit? _____ ☐ Yes ☐ No

If no, please explain _____

Have you submitted an application here before? _____ ☐ Yes ☐ No

If yes, give date(s) and position(s) _____ / ____/____

Have you ever been employed here before? _____ ☐ Yes ☐ No

If yes, give dates _____ From ____/____/____ To ____/____/____

Are you legally eligible for employment in this country? _____ ☐ Yes ☐ No

Have you ever served in the Armed Forces of the United States? ☐ Yes ☐ No

If yes, indicate which Service _____, Date of Discharge _____, Type of Discharge _____

Date available for work _____ / ____/____ What is your desired salary range? \$ _____

Type of employment desired ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal ☐ Educational Co-Op

Will you relocate if job requires it? _____ ☐ Yes ☐ No Will you travel if job requires it? _____ ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? _____ ☐ Yes ☐ No

What method of transportation will you use to get to work? _____

Are you able to work overtime if required? _____ ☐ Yes ☐ No

If no, please explain _____

Have you ever been bonded? _____ ☐ Yes ☐ No

Have you entered into any agreement with a former employer (for example, an agreement not to compete or confidentiality agreement)

that would impact your ability to do work for us? _____ ☐ Yes ☐ No If so, please provide a copy.

Have you ever been convicted of a crime? _____ ☐ Yes ☐ No If yes, list the conviction, its date and circumstances.
(Note: List only those convictions which have not been expunged.)

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER _____ TELEPHONE # _____
()

ADDRESS _____

STARTING JOB TITLE/FINAL JOB TITLE _____

IMMEDIATE SUPERVISOR AND TITLE _____

REASON FOR LEAVING _____

MAY WE CONTACT FOR REFERENCES? ☐ Yes ☐ No ☐ Later

DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

EMPLOYER _____ TELEPHONE # _____
()

ADDRESS _____

STARTING JOB TITLE/FINAL JOB TITLE _____

IMMEDIATE SUPERVISOR AND TITLE _____

REASON FOR LEAVING _____

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DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
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EMPLOYER _____ TELEPHONE # _____
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DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
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FROM	TO	
HOURLY RATE/SALARY		
STARTING		
\$	PER	
HOURLY RATE/SALARY		
FINAL		
\$	PER	

Comments (INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT)

Skills and Qualifications

Summarize any special training, skills, licenses and/or certifications that may qualify you as being able to perform job related functions in the position for which you are applying.

Educational Background (if job related)

A. List last three (3) schools attended, starting with the most recent. **B.** List number of years completed. **C.** Indicate degree of diploma earned, if any. **D.** Grade Point Average or Class Rank. **E.** Major filed of study. **F.** Minor field of study (if applicable)

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE DIPLOMA	D. GPA CLASS RANK	E. MAJOR	F. MINOR

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

NAME	TELEPHONE #	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

Additional Information

List professional, trade, business or civic associations and any offices held.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve, National Guard, or any other similarly protected status.

ORGANIZATION	OFFICES HELD

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve, National Guard, or any other similarly protected status.

List any additional information you would like us to consider.

THE POLICIES STATED HEREIN DO NOT CONSTITUTE A CONTRACT, EXPRESS OR IMPLIED, OF ANY KIND WHATSOEVER, BETWEEN MARK/TRÈCE, INC. AND ITS EMPLOYERS. THESE POLICIES, FURTHERMORE, DO NOT GUARANTEE ONGOING EMPLOYMENT. ALL MANAGERIAL AND ADMINISTRATIVE FUNCTIONS, RESPONSIBILITIES, AND PREROGATIVES ENTRUSTED TO AND CONFERRED UPON EMPLOYERS INHERENTLY AND BY LAW ARE RETAINED AND VESTED EXCLUSIVELY WITH MARK/TRÈCE, INC., INCLUDING BUT NOT LIMITED TO THE RIGHT TO EXERCISE OUR JUDGMENT TO ESTABLISH AND ADMINISTER POLICIES, PRACTICES AND PROCEDURES AND TO UNILATERALLY CHANGE THEM AT ANY TIME AS NECESSARY WITHOUT PRIOR NOTICE TO OR CONSENT OF ITS EMPLOYEES, TO DIRECT AND DISCIPLINE OUR WORK FORCE AND TO INCREASE ITS EFFICIENCY, AND TO TAKE WHATEVER ACTION IS NECESSARY IN OUR JUDGMENT TO OPERATE MARK/TRÈCE, INC.

MARK/TRÈCE, INC. IS AN AT WILL EMPLOYER, AND IS FREE TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, IN ITS SOLE AND ABSOLUTE DISCRETION WITHOUT PRIOR NOTICE TO THE EMPLOYEE.

Applicant Statement

If hired, I agree to conform to the rules, policies and regulations of Mark/Trèce, Inc. I understand that no management representative has any authority to enter into any agreement for employment for a specific period of time, and that my employment is at will and may be terminated at any time at the option of either the company or myself.

I hereby affirm that my statements and answers to all questions on this application are true and correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would affect my application unfavorably. I understand that if employed, any misstatement or omission of fact on this application may result in my immediate dismissal.

I hereby authorize Mark/Trèce, Inc. to conduct an investigation concerning all statements contained in my application for employment, to interview all employers and to conduct any other investigation that it deems appropriate. I request any duly constituted law enforcement agency or judicial officer to furnish the Company with all information pertaining to me concerning unexpunged convictions and I hereby release Mark/Trèce, Inc. and any law enforcement agency, judicial or other individual from any liability arising from disclosure of such information pertaining to me which is obtained during said investigation.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

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 OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.

I certify that I have read, fully understand the foregoing Statement.

Signature of Applicant _____

Date ____ / ____ / ____