

**VILLAGE OF BALTIMORE – EMPLOYMENT APPLICATION**

*WE OFFER EQUAL EMPLOYMENT OPPORTUNITY TO ALL BASED UPON INDIVIDUAL MERIT & WITHOUT REGARD TO RACE, COLOR, RELIGION*

NAME: LAST  FIRST:  MIDDLE:

ADDRESS: NUMBER, STREET, ETC.

CITY OR TOWN:  STATE:  ZIP CODE:

PHONE:  FAX:

APPLYING FOR: (GIVE SPECIFIC JOB TITLE(S))

**1** EMPLOYER NAME:  PHONE:   
 ADDRESS:  CITY:  STATE:  ZIP:   
 SUPERVISOR'S NAME & TITLE:  DATE HIRED:  TERMINATED:   
 FINAL WAGE: \$  LEFT, WHY?  JOB TITLE:   
 YOUR DUTIES/SKILLS:

**2** EMPLOYER NAME:  PHONE:   
 ADDRESS:  CITY:  STATE:  ZIP:   
 SUPERVISOR'S NAME & TITLE:  DATE HIRED:  TERMINATED:   
 FINAL WAGE: \$  LEFT, WHY?  JOB TITLE:   
 YOUR DUTIES/SKILLS:

**3** EMPLOYER NAME:  PHONE:   
 ADDRESS:  CITY:  STATE:  ZIP:   
 SUPERVISOR'S NAME & TITLE:  DATE HIRED:  TERMINATED:   
 FINAL WAGE: \$  LEFT, WHY?  JOB TITLE:   
 YOUR DUTIES/SKILLS:

EDUCATION	SCHOOL NAME/LOCATION	DEGREE/STUDIED	YEARS COMPLETED
HIGH SCHOOL	<input type="text"/>	<input type="text"/>	<input type="text"/>
TRADE SCHOOL	<input type="text"/>	<input type="text"/>	<input type="text"/>
COLLEGE/VO-TECH	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER SPECIAL TRAINING OR EDUCATION: <input type="text"/>			

**ADDITIONAL INFORMATION**

1. ARE YOU AT LEAST 18 YEARS OF AGE?  YES  NO

2. HAVE YOU EVER BEEN CONVICTED OF A CRIME(S)?  YES  NO  
 IF YES, EXPLAIN THE NATURE OF THE OFFENSE, DATE, AND PENALTY:

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3. DO YOU HAVE ANY RELATIVES IN OUR EMPLOY?  YES  NO  
 IF YES, GIVE NAME(S), RELATIONSHIP(S), AND WORK LOCATION(S):

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4. HAVE YOU EVER WORKED FOR OR APPLIED TO VILLAGE OF BALTIMORE BEFORE?  YES  NO  
 IF YES, GIVE DATE, LOCATION, AND TYPE OF WORK:

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5. IS THERE ANY LEGAL REASON WHY YOU CANNOT BE EMPLOYED IN THIS COUNTRY?  YES  NO  
 IF YES, EXPLAIN:

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**IMPORTANT – READ THE FOLLOWING CERTIFICATION AND AGREEMENT CAREFULLY.**

IN MAKING THIS APPLICATION FOR EMPLOYMENT, I CERTIFY THAT THE STATEMENTS I HAVE MADE ARE TRUE, COMPLETELY CORRECT, AND I AGREE THAT ANY WILLFULLY FALSE STATEMENTS OR MISREPRESENTATIONS HEREIN, WHENEVER DISCOVERED, SHALL BE CAUSE FOR VILLAGE OF BALTIMORE EITHER TO REFUSE OR TERMINATE MY EMPLOYMENT. FURTHER, I AUTHORIZE ANY SCHOOL OR FORMER EMPLOYER TO DISCLOSE TO VILLAGE OF BALTIMORE UPON REQUEST ANY INFORMATION THEY MAY HAVE AS TO MY RECORD, PERFORMANCE, AND ATTENDANCE AND WILL HOLD SUCH SCHOOLS AND EMPLOYERS HARMLESS FOR SUCH DISCLOSURE. I AGREE TO TAKE THE REQUIRED DRUG SCREENING TEST FOLLOWING AN OFFER OF EMPLOYMENT. I UNDERSTAND THAT THIS APPLICATION BECOMES VOID AFTER 30 DAYS UNLESS RENEWED PERSONALLY OR IN WRITING BY ME. I HAVE READ AND UNDERSTAND AND SUBSCRIBE TO THIS CERTIFICATION AND AGREEMENT.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF VILLAGE OF BALTIMORE. I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT MY OPTION OR AT THE OPTION OF THE VILLAGE OF BALTIMORE. I UNDERSTAND THAT NO EMPLOYER REPRESENTATIVE OF VILLAGE OF BALTIMORE, OTHER THAN THE VILLAGE ADMINISTRATOR OR MAYOR, HUMAN RESOURCE REPRESENTATIVE, OR HUMAN RESOURCE ADMINISTRATION HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT GUARANTEEING MY EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, NOR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

YOUR NAME:  TODAY'S DATE:

**SUBMIT APPLICATION**

**RESET FORM**