

# Garrett County Government

203 South Fourth Street, Court House Room 206, Oakland, MD 21550  
301-334-8975

## Application For Employment

**Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related physical or mental handicap.**

(PLEASE PRINT)

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Name \_\_\_\_\_ Social Security \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Telephone \_\_\_\_\_

Date of Last Physical Exam \_\_\_\_\_

Do you feel that you can perform all the functions related to the job?  Yes  No

If not, specify \_\_\_\_\_

Are you willing to take a physical examination?  Yes  No

Are you willing to undergo an alcohol and/or drug test?  Yes  No

Have you filed an application here before?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If Yes, give date \_\_\_\_\_

For which department? \_\_\_\_\_

Are you a veteran?  Yes  No Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Are you a member of the reserves or the National Guard?  Yes  No

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rank \_\_\_\_\_

# **Employment Related Information**

Instructions: The below listed employment related information must be completed by all applicants. Failure to complete this information truthfully may result in disqualification from consideration for County Employment. Applicants may attach additional sheets if necessary.

1. How many times did you miss work last year? What were the reasons?
2. If you have had disciplinary actions taken against you by any previous employer, please describe the facts and circumstances.
3. Have you ever been discharged (fired from a job)? If yes, please explain in detail.

I certify that, if employed, I will produce documents to establish that I am legally able to work in the United States. I understand that a final employment offer is contingent upon completion of INS Form I-9 and receipt of acceptable documentation at the time of hire.

I further certify that I am physically capable of performing all the duties associated with the job for which I am applying. I understand that a final employment offer is contingent upon the successful completion of a physical examination which includes a drug screen.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

## **Education**

|   | Elementary | High School | College/University | Graduate/Professional |
|---|------------|-------------|--------------------|-----------------------|
| School Name   |            |             |                    |                       |
| Years Completed<br>(Please Circle)  | 4 5 6 7 8  | 9 10 11 12  | 1 2 3 4            | 1 2 3 4               |
| Diploma/Degree/Describe Course of Study<br>Specialized training and extra curricular activities |            | _____       | _____              | _____                 |

If you did not graduate from high school, have you passed an examination and received a high school equivalency certificate from Maryland or any other state?  Yes  No

Name of state granting certificate of equivalency \_\_\_\_\_ Date of Issuance \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Class \_\_\_\_\_ State of Issue \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Do you currently have any active motor vehicle "points" on your driving record?  Yes  No  
If Yes, how many? \_\_\_\_\_

May we contact your current employer?  Yes  No

Give a brief statement in your own handwriting of why you would like to work for Garrett County Government.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

# Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

|                    |           |                           |                       |
|--------------------|-----------|---------------------------|-----------------------|
| Employer           | Telephone | Dates Employed<br>From To | <b>Work Performed</b> |
| Address            |           |                           |                       |
| Job Title          |           | Hourly Rate/Salary        |                       |
| Supervisor         |           | Starting                  |                       |
| Reason for Leaving |           | Final                     |                       |
| Employer           | Telephone | Dates Employed<br>From To | <b>Work Performed</b> |
| Address            |           |                           |                       |
| Job Title          |           | Hourly Rate/Salary        |                       |
| Supervisor         |           | Starting                  |                       |
| Reason for Leaving |           | Final                     |                       |
| Employer           | Telephone | Dates Employed<br>From To | <b>Work Performed</b> |
| Address            |           |                           |                       |
| Job Title          |           | Hourly Rate/Salary        |                       |
| Supervisor         |           | Starting                  |                       |
| Reason for Leaving |           | Final                     |                       |
| Employer           | Telephone | Dates Employed<br>From To | <b>Work Performed</b> |
| Address            |           |                           |                       |
| Job Title          |           | Hourly Rate/Salary        |                       |
| Supervisor         |           | Starting                  |                       |
| Reason for Leaving |           | Final                     |                       |

All applicants must provide at least three (3) employment related references:

| Name | Address | Telephone | Relationship |
|------|---------|-----------|--------------|
|      |         |           |              |
|      |         |           |              |
|      |         |           |              |

# Pre-Employment Statement

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## READ CAREFULLY BEFORE SIGNING

This application is valid for only one (1) calendar year. If you have not been employed within 12 months of your application date, you must reapply.

I consent to taking an employment physical examination to include an alcohol and drug screen and such future physical examinations as may be required by the County.

I authorize Garrett County Government to contact my previous employers, if necessary, and obtain employment information from them, and to further investigate the truthfulness of my application.

I understand further that any false answers or statements or misleading omissions made by me on this application, in connection with the above mentioned investigation or in any physical examination can be sufficient grounds for my rejection as a candidate for employment of for immediate discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

In conformity with applicable laws, Garrett County Government is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, or physical or mental handicap.

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision guilty of a misdemeanor and subject to a fine not to exceed \$100.

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## Applicant's 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. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand, also, that I am required to abide by all rules and regulations of the County.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date