



Talbot County Government
 Administrative Services
 11 North Washington Street
 Easton, MD 21601

Employment Application

Instructions: Please read the official Job Description for complete job information and requirements before filling out this application. Answer every question completely. Resumes or other kinds of applications cannot be substituted for this official Talbot County Government Employment Application; however, you may include a resume with this application if you wish. Please type or print clearly using black ink. Please include your full name on any additional pages.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Home Phone Number		Cell Phone Number	
E-mail address			

Do you have a valid Maryland driver's license? Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date _____

Have you ever been employed with us before? Yes No

If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work? _____

Are you available to work: Full Time Part time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires it? Yes No

Did you graduate from high school? Yes No

Do you have a GED? Yes No

Name of School _____

Number: _____

City/State: _____

State: _____

EDUCATION

Name and location of college(s) or university(ies) attended	Major Field	Degree Type	Number of Years Attended	Degree Rec'd Yes/No

Other Training: Describe any specialized training (*trade school, military training, law enforcement training, or specialized schooling*) you have received that may be relevant to this position. Include any licenses and certifications with numbers and expiration dates, if available.

Trade School/Organization Name	Type of Training	Describe	Certificate or License	Expiration Date

SKILLS

Other Skills or Abilities: Please describe your proficiency/skill/ability in the use of computer hardware and software, equipment/tools, or any other special skills or abilities that enhance your qualification for this position. Only include skills that you currently use or have maintained, and identify how you use those tools.

Specific Skill or Ability	Specific Tool/Equipment/ Hardware/Software	Proficiency Level <i>(Advanced/Intermediate/Beginner)</i>	How Used <i>(Application)</i>

Please rate your computer skills in the following areas:

Microsoft Word <i>(None / Use Regularly / Very Skilled)</i>	Microsoft Excel <i>(None / Use Regularly / Very Skilled)</i>	Microsoft Outlook <i>(None / Use Regularly / Very Skilled)</i>

Language Skills: Please describe your proficiency/skill in foreign or sign language as identified below. For skill level please choose excellent, good or fair under reading, speaking, understanding and writing:

Language	Reading <i>(Excellent/Good/Fair)</i>	Speaking <i>(Excellent/Good/Fair)</i>	Understanding <i>(Excellent/Good/Fair)</i>	Writing <i>(Excellent/Good/Fair)</i>

MILITARY

Are you a veteran? Yes No Date Entered: _____ Discharge Date: _____

Branch/Duty/Specialized training: _____

PREVIOUS EMPLOYMENT

Start with your Present or Most Recent Job. Include all relevant paid, non-paid, volunteer and military experience. **List Promotions as Separate Jobs.** You must provide all of the information requested for each job you list. If more space is required, please attach additional pages that provide all of the information requested for each job. A resume should be used only to supplement information presented here. Label all additional pages with your **Name and the job for which you are applying.**

Company: _____ Address: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Name of Supervisor: _____ Phone: _____

Company: _____ Address: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Name of Supervisor: _____ Phone: _____

Company: _____ Address: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Name of Supervisor: _____ Phone: _____

PREVIOUS EMPLOYMENT
(Continued)

Company: _____ Address: _____

Job Title: _____ Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Name of Supervisor: _____ Phone: _____

REFERENCES

Please list three professional references. If you are authorizing us to contact at least three previous supervisors (Below), you may skip this section.

Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

If you need additional space, please continue on a separate sheet of paper.

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 hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization 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 that 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 Talbot County.

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 Talbot County.

Signature of Applicant

Date

FOR DEPARTMENTAL USE ONLY

Arrange Interview Yes No

Remarks _____

Interviewer

Date

NOTES _____

