



## DEPARTMENT OF HUMAN RESOURCES

The Liberty Building  
 107 North Liberty Street  
 Centreville, Maryland 21617  
 www.qac.org  
 Telephone (410) 758-4406  
 Facsimile (410) 758-6913

# EMPLOYMENT APPLICATION

### *Instructions to Applicant-*

1. Please complete all sections of this application by either legibly printing or typing it. Applications which cannot be read will not be considered.
2. If additional room is required to answer any question or provide additional information, please use a separate sheet of paper which includes your signature and date and attach it to this application.
3. In order to be considered for employment by the County, applicants must fully complete this application form and sign and date it where required.
4. Applications must actually be received by mail, facsimile, e-mail or in person by the Queen Anne's County Department of Human Resources on or before the closing date of the job announcement.
5. Direct questions concerning this application to the Queen Anne's County Department of Human Resources at the address or telephone number indicated above.
6. Employment applications will be considered for the specified position(s) listed below only. To be considered for a different position the applicant must contact the Department of Human Resources or complete a new application. Employment applications will be retained for a one-year period after which time they will be destroyed.
7. Queen Anne's County is an Equal Opportunity Employer and provides employment services without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, physical disabilities or any other legally protected status.

### *Applicant Information-*

Name <input type="checkbox"/> Mr or <input type="checkbox"/> Ms		Home Telephone Number
(Last)	(First)	(Middle Initial)
List any other name under which your work or educational records may appear		
Street Address		Cell Telephone Number
City	State	Zip Code
Home E-mail Address		Social Security Number (Optional)

### *Position Information-*

Title of Position(s) Applying For
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**Applicants Must Truthfully Answer the Following Questions-**

1.	Are you legally eligible for employment in the United States of America? (If you are hired by Queen Anne’s County, you will be required to furnish proof of your eligibility for employment in the United States of America.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Are you eighteen years of age or older? (If you answer “No”, employment is conditioned upon verification that you are of a minimum legal age to be employed in the position for which you applied.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Have you ever been asked to resign or resigned from a position in lieu of being fired? If your answer is “Yes”, please give the employer, the position you held, the reason for the employer’s action and the date you left employment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Do you have any relatives currently employed with Queen Anne’s County? If “Yes”, list the employee’s name, department and relation to you.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Are you able to perform the essential functions of the job for which you are applying with or without a reasonable accommodation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	If selected for employment, on what date are you available to start work?		
7.	If selected for employment, what are your salary requirements?		

**Violations of Law – It is important that you give complete and truthful answers to the following six questions. If your answer is “Yes” to any of them, provide your explanation in Item 6.** Include convictions resulting from a plea of *nolo contendere* (No contest). **Omit:** (1) any probation before judgment decision (2) traffic fines of \$100.00 or less; (3) any violation of law committed before your 16<sup>th</sup> birthday; (4) any violation of law committed before your 18<sup>th</sup> birthday, if finally decided in juvenile court or under a Youth Offender law; (5) any conviction set aside under the Federal Youth Corrections Act or similar State law; and (6) any conviction whose record was expunged under Federal or State law. We will consider the date, facts and circumstances of each event you list. In most cases, you can still be considered for County employment. However, **if you fail to tell the truth or fail to list all relevant events or circumstances, this may be grounds for not hiring you, or for firing you after you begin work (no matter when the untruthfulness of your responses is discovered).**

1.	Have you ever been convicted of, or had a bond revoked for any <u>felony</u> violation? (Generally, a felony is defined as any violation of law punishable by imprisonment of longer than 1 year, except for violations called misdemeanors under State law which are punishable by imprisonment of 2 years or less).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Have you ever been convicted of, or had a bond revoked for any firearms or explosives violation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Are you <u>now</u> under charges for any violation of law?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Have you ever been convicted of, or pled <i>nolo contendere</i> (No contest) to any offense (felony or misdemeanor) involving misfeasance in public office or misappropriation of funds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	During the last ten (10) years, have you had a bond revoked, been imprisoned, been on probation for a felony, or been on parole? (Do not include violations already reported in Items 1, 2, 3, or 4 above.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	If you answered “Yes” to any of the above items (1, 2, 3, 4 or 5), please explain each violation. Give place of occurrence and name/address of police or court involved (use a separate sheet to describe, if necessary).		

**Professional Certification-** You need to only answer this question if the minimum qualifications for the position you are applying requires a specific certification (Law Enforcement, Engineering, Planning, etc.).

Do you have the required certification or the ability to acquire it within the established time period? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide the following information.		
Certification Type/Number	Issuing State	Expiration Date

**Motor Vehicle License Information-**

Do you have a valid motor vehicle operator's license or the ability to acquire one within thirty (30) days after employment? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide the following information.	
Do you have a valid Commercial Drivers License (CDL)? <input type="checkbox"/> No <input type="checkbox"/> Yes, provide the following information.	
License (Soundex) Number	
Issuing State	Expiration Date

**Educational Information-**

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Degree(s) Obtained
High School			1 2 3 4	Yes <input type="checkbox"/>	Diploma <input type="checkbox"/>
				No <input type="checkbox"/>	GED <input type="checkbox"/>
College			1 2 3 4	Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	
Other (specify)			1 2 3 4	Yes <input type="checkbox"/>	
				No <input type="checkbox"/>	

**References-** Please list the names of three (3) individuals who are **not related to you** and who can attest to your work history, reliability and abilities.

1. Name	Street Address
City, State, Zip	Telephone Number(s)
2. Name	Street Address
City, State, Zip	Telephone Number(s)
3. Name	Street Address
City, State, Zip	Telephone Number(s)

**Employment Recognition and Awards-** List any awards you have received for outstanding job performance. Include date, basis for the award and attach a copy or copies of documents evidencing such awards.

1.
2.
3.

**Knowledge, Skills and Abilities-** List and describe the knowledge, skills and abilities which you possess and which you believe will assist you in performing the tasks and functions of the position for which you have applied.

1.
2.
3.

**Employment History-** Beginning with your present or most recent employer, provide the following information for all employers during the ten (10) years prior to the date of this application. If you have additional employment that is relevant to the position for which you are applying, please list this as well. If more space is needed, please make a copy of this page to provide the additional information.

***Current or Most Recent Employer***

Employer		Position Title	
Street Address		City	
State	Zip Code	Telephone Number	
Name of Immediate Supervisor		Employed From	Employed To
Are you presently employed by this employer? <input type="checkbox"/> No <input type="checkbox"/> Yes, when may we contact for a reference check?		Reason for leaving or considering leaving?	
List the top three (3) essential functions of your job with this employer? 1. 2. 3.			
What was your starting salary? \$		What is your current or ending salary? \$	
Did this employer use a performance evaluation system? <input type="checkbox"/> No <input type="checkbox"/> Yes, what was your last evaluation rating and when did you receive it?			

***Second Most Recent Employer***

Employer		Position Title	
Street Address		City	
State	Zip Code	Telephone Number	
Name of Immediate Supervisor		Employed From	Employed To
Reason for leaving?			
List the top three (3) essential functions of your job with this employer? 1. 2. 3.			
What was your starting salary? \$		What was your ending salary? \$	
Did this employer use a performance evaluation system? <input type="checkbox"/> No <input type="checkbox"/> Yes, what was your last evaluation rating and when did you receive it?			

***Third Most Recent Employer***

Employer		Position Title	
Street Address		City	
State	Zip Code	Telephone Number	
Name of Immediate Supervisor		Employed From	Employed To
Reason for leaving?			
List the top three (3) essential functions of your job with this employer? 1. 2. 3.			
What was your starting salary? \$		What was your ending salary? \$	
Did this employer use a performance evaluation system? <input type="checkbox"/> No <input type="checkbox"/> Yes, what was your last evaluation rating and when did you receive it?			

***Fourth Most Recent Employer***

Employer		Position Title	
Street Address		City	
State	Zip Code	Telephone Number	
Name of Immediate Supervisor		Employed From	Employed To
Reason for leaving?			
List the top three (3) essential functions of your job with this employer? 1. 2. 3.			
What was your starting salary? \$		What was your ending salary? \$	
Did this employer use a performance evaluation system? <input type="checkbox"/> No <input type="checkbox"/> Yes, what was your last evaluation rating and when did you receive it?			

***Previous Employment With Queen Anne's County*** – If not already listed, please provide the following information regarding any previous employment with Queen Anne's County.

Position Title	Department
Employed From	Employed To
Reason for Leaving	

**APPLICANT CERTIFICATION AND AUTHORIZATION**

1. I certify and affirm that I have carefully reviewed all of the information I have supplied in this Employment Application and/or attachments and that it is true and correct.
2. I specifically acknowledge that:
  - A. If, during the selection process, any information I have supplied on this Employment Application and/or attachments is found to be incorrect or incomplete, I may be subject to disqualification from further consideration as a candidate for employment for furnishing false information.
  - B. If, after I have been employed by Queen Anne’s County, any information I have supplied is found to be incorrect or incomplete, I may be terminated from employment by Queen Anne’s County for furnishing false information.
  - C. If I am selected for employment, I will be required to pass a review of my driving record and a urinalysis test for designated controlled dangerous substances. After I am employed, I understand that I will be required to participate in random urinalysis testing for controlled dangerous substances.
3. I authorize Queen Anne’s County to solicit information regarding my character, general reputation, credit, current and previous employment and similar background information and to contact any current and previous employers and references I have listed on this application and/or attachments. I authorize all current and previous employers to furnish Queen Anne’s County information they may have regarding my employment and reasons I left employment. In consideration of Queen Anne’s County’s willingness to consider me for employment and to evaluate my credentials against other applicants and the willingness of my current and previous employers to supply information which is necessary to that process, I release, discharge and hold harmless Queen Anne’s County and all current and previous employers from any liability whatsoever in connection with the furnishing or obtaining of employment information or arising out of the processing of this application and/or attachments and consideration of my candidacy for the position for which I have applied.
4. Should I be employed by Queen Anne’s County, I shall be an Employee-at-Will with the terms and conditions of my employment established by rules and regulations adopted by the Queen Anne’s County Commissioners. In addition, all County Administrators, Managers, and Supervisors at Grade 12 or above in the Classified Service, all Professional and Executive Service employees and the following positions: Accountant, Analyst, Benefits Counselor, County Attorney and County contract attorneys shall be subject to completion of Financial Disclosure paperwork as stipulated in the Queen Anne’s County Ethics Code.
5. Photocopies of this authorization and of my signature hereon shall be deemed to provide the same release as my original signature.
6. I fully understood the provisions of the Applicant Certification and Authorization when I read them or they were fully explained to me by the Human Resources Department.

✕ \_\_\_\_\_  
Applicant’s Signature

✕ \_\_\_\_\_  
Date

In accordance with Maryland law, it is the intention of Queen Anne’s County to inform applicants of the following:

“Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to 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 is guilty of a misdemeanor subject to a fine not to exceed \$100.00.” This disclaimer does not apply to any individual who applies for a position in the Queen Anne’s County Office of the Sheriff.

✕ \_\_\_\_\_  
Applicant’s Signature

✕ \_\_\_\_\_  
Date

02/08