



APPLICATION FOR EMPLOYMENT
ST. MARY'S COUNTY HUMAN RESOURCES
P. O. BOX 653, LEONARDTOWN, MARYLAND 20650
301-475-4200, ext. 1100 ♦ Fax 301-475-4082

St. Mary's County Government is an equal opportunity employer and does not discriminate against any employee or applicant for employment due to race, color, gender, age, marital status, sexual orientation, pregnancy, national origin, religion or belief, political affiliation or opinion, disability or any other legally protected or nonmerit factor

1. Name (Last, First, Middle)	4. Position you are applying for
Street Address	(Submit a separate application for each position.) ☐ Full-Time ☐ Part-Time ☐ Hourly
City, State, & Zip Code	5. Date available for work
2. Email Address	6. Lowest pay you will accept
3. Home Phone: (Include Area Code) Cell Phone:	7. Daytime/Business Phone: (Include Area Code)

8. Have you been convicted or pled no contest to any criminal offense within the last ten years? (Conviction will not necessarily bar you from employment with St. Mary's County Government.) Yes ☐ No ☐ If yes, please explain:

9. Do you have a valid Driver's License? Yes ☐ No ☐ Type of License: ☐ Commercial ☐ Non-commercial Class: _____

Commercial License Endorsements (if any): _____

Driver's License Number: _____ State: _____ Expiration Date: _____

List all other professional licenses, registrations, and certificates:

Type: _____ Number: _____ Expiration Date: _____

Type: _____ Number: _____ Expiration Date: _____

11. List all machines or equipment, including office equipment, you can operate skillfully.

12. List additional training, educational seminars or short courses completed.

13. EDUCATION AND TRAINING

TYPE OF SCHOOL	SCHOOL & LOCATION	COURSE OF STUDY (List Major)	DID YOU GRADUATE? YES OR NO	Degree of Certificate Received (AA, BA, BS, MA, PhD)
HIGH SCHOOL OR GED				
TECHNICAL/VOCATIONAL				
UNDERGRADUATE				
GRADUATE				

14. Professional References. List three persons who are not related to you and who have knowledge of your qualifications. Do not repeat supervisors listed under Experience Item 15.			
Name/Title		Address	
15. Work History: Complete the following sections even if you are submitting a resume in addition to this application. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU. Begin with your most recent employment and include at least 10 years of work history. Attach additional sheets as necessary. Be concise, but do not omit information which may be relevant to the position for which you are applying.			
A. Dates of Employment		Job Title	
From:	To:	Number of Persons Supervised	
Salary:	Hrs Per Week	Name & Title of Supervisor	Area Code and Phone
Name and Address of Business or Employer			
Reason you are considering a job change:			
May we contact this employer?		If not, why not?	
Description of Duties: (DO NOT WRITE "SEE RESUME")			
B. Dates of Employment		Job Title	
From:	To:	Number of Persons Supervised	
Salary:	Hrs Per Week	Name & Title of Supervisor	Area Code and Phone
Name and Address of Business or Employer			
Reason for leaving this position:			
May we contact this employer?		If not, why not?	
Description of Duties: : (DO NOT WRITE "SEE RESUME")			
C. Dates of Employment		Job Title	
From:	To:	Number of Persons Supervised	
Salary:	Hrs Per Week	Name & Title of Supervisor	Area Code and Phone
Name and Address of Business or Employer			
Reason for leaving this position:			
May we contact this employer?		If not, why not?	
Description of Duties: : (DO NOT WRITE "SEE RESUME")			

D. Dates of Employment From: _____ To: _____		Job Title	Number of Persons Supervised
Salary:	Hrs Per Week	Name & Title of Supervisor	Area Code and Phone
Name and Address of Business or Employer			
Reason for leaving this position:			
May we contact this employer?		If not, why not?	
Description of Duties: : (DO NOT WRITE "SEE RESUME")			

E. Dates of Employment From: _____ To: _____		Job Title	Number of Persons Supervised
Salary:	Hrs Per Week	Name & Title of Supervisor	Area Code and Phone
Name and Address of Business or Employer			
Reason for leaving this position:			
May we contact this employer?		If not, why not?	
Description of Duties: : (DO NOT WRITE "SEE RESUME")			

16. Are you related by blood or marriage to any County Government employee(s) or any member of the Board of County Commissioners?
 Yes ☐ No ☐ If Yes, complete following:

Name	Department	Relation

17. Have you ever been employed with St. Mary's County Government? Yes ☐ No ☐ If Yes, answer questions below:

A. Dates of Employment From: _____ To: _____ C. Reason for Leaving: _____	B. Position Held _____
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18. Are you legally authorized to accept work and remain in the United States? Yes ☐ No ☐
 (Proof of identity and authorization will be required upon employment)

19. Are you currently 18 years or older? Yes ☐ No ☐ If not, state your age: _____

20. Military Service

A. Have you ever served on active duty in the United States Military? Yes ☐ No ☐

(Exclude tours of active duty for training as a reservist or National Guards.)

B. If Yes, list Dates, Branch and Serial or Service Number of All Active Service.
(Enter "N/A" if not applicable.)

FROM	TO	BRANCH OF SERVICE	SERIAL or SERVICE No.
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C. Have you ever been discharged from the armed services under other than honorable conditions? Yes ☐ No ☐

(You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.)

If Yes, give details on supplemental sheet.

21. Additional Information. Attach additional sheet(s) if necessary.

22. **PLEASE READ CAREFULLY**

- a. This is an application for employment which includes an overview of our hiring process. You are officially employed by the Board of County Commissioners only after a Personnel Action has been issued by the Department of Human Resources. Any representation as regards to your appointment, setting of wages, or any other personnel action made to you by other than the Department of Human Resources is without authority and you are advised that you have no right to rely upon such representation. Concerns about our EEO policy or hiring process should be directed to the Director of Human Resources at 301-475-4200, extension 1100.
- b. In submitting this application for employment, I authorize investigation of all statements contained therein. I hereby authorize St. Mary's County Government to make any contacts considered necessary to my employment, such as previous employers, criminal or credit bureau records. I authorize any person or organization whose name I have given as a character reference or by whom I have been previously employed and any educational institution which I have stated I attended to furnish the County any information they may have concerning me. I hereby release all such persons, organizations, and institutions from any claims for damages or otherwise by reason of furnishing such information and records. It is understood and agreed that any misrepresentations or omissions by me in this application will be sufficient cause for rejection of the application and/or for separation from County employment.
- c. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for substance abuse. I also understand and agree that, if employed, I may be required to submit to an alcohol or substance abuse screening as required by Law and St. Mary's County Government's Policies and Procedures. I hereby consent to having the results of any such alcohol or substance abuse screening I may be required to undergo disclosed to the hiring official.
- d. I understand that this application is the property of St. Mary's County Government and will become part of my personnel file if I am accepted for employment. Driving record checks may be required on an applicant or employee who may be required to operate a County or personal vehicle on County business. This will also depend on the nature of the position and the insurance company's requirements. I hereby authorize the County to obtain a complete driving history.

Acknowledged and understood:

SIGNATURE

DATE

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, EXCEPT LAW ENFORCEMENT OFFICERS AS DEFINED IN 727 OF ARTICLE 27, OR ANY EMPLOYEE OF ANY LAW ENFORCEMENT AGENCY OF THE STATE OF MARYLAND, OR ANY COUNTY INCORPORATED CITY OR TOWN, OR OTHER MUNICIPAL CORPORATION. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

Acknowledged and understood:

SIGNATURE

DATE



EMPLOYMENT RECRUITMENT TRACKING INFORMATION

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____

Position Applied for: _____

HOW DID YOU LEARN ABOUT THIS POSITION?

- ☐ Newspaper (list publication): _____
- ☐ Employee Referral ☐ In-House Vacancy
- ☐ St. Mary's County Recorded Job Line
- ☐ Website (list website): _____
- ☐ Other (please specify): _____

VOLUNTARY INFORMATION

St. Mary's County Government is an equal opportunity employer and does not discriminate against any employee or applicant for employment due to race, color, gender, age, marital status, sexual orientation, pregnancy, national origin, religion or belief, political affiliation or opinion, disability or any other legally protected or non-merit factor.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on this information. This data is kept in a Confidential File and **is not** a part of your Application for Employment. This information will be detached from the application form upon submission to the Department of Human Resources and will be used to conform to Equal Employment Opportunity Commission guidelines concerning application statistics.

PLEASE CHECK ONE OF THE FOLLOWING

- ☐ **Asian or Pacific Islander.** Persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- ☐ **African American (not of Hispanic origin).** Persons having origins in any of the black ethnic groups.
- ☐ **Hispanic.** Persons having origins in any of the Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures, regardless of ethnicity.
- ☐ **Native American or Alaskan Native.** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
- ☐ **Caucasian (not of Hispanic origin).** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Gender: ☐ Male ☐ Female **Military Veteran:** ☐ Yes ☐ No **Disabled:** ☐ Yes* ☐ No

*checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.

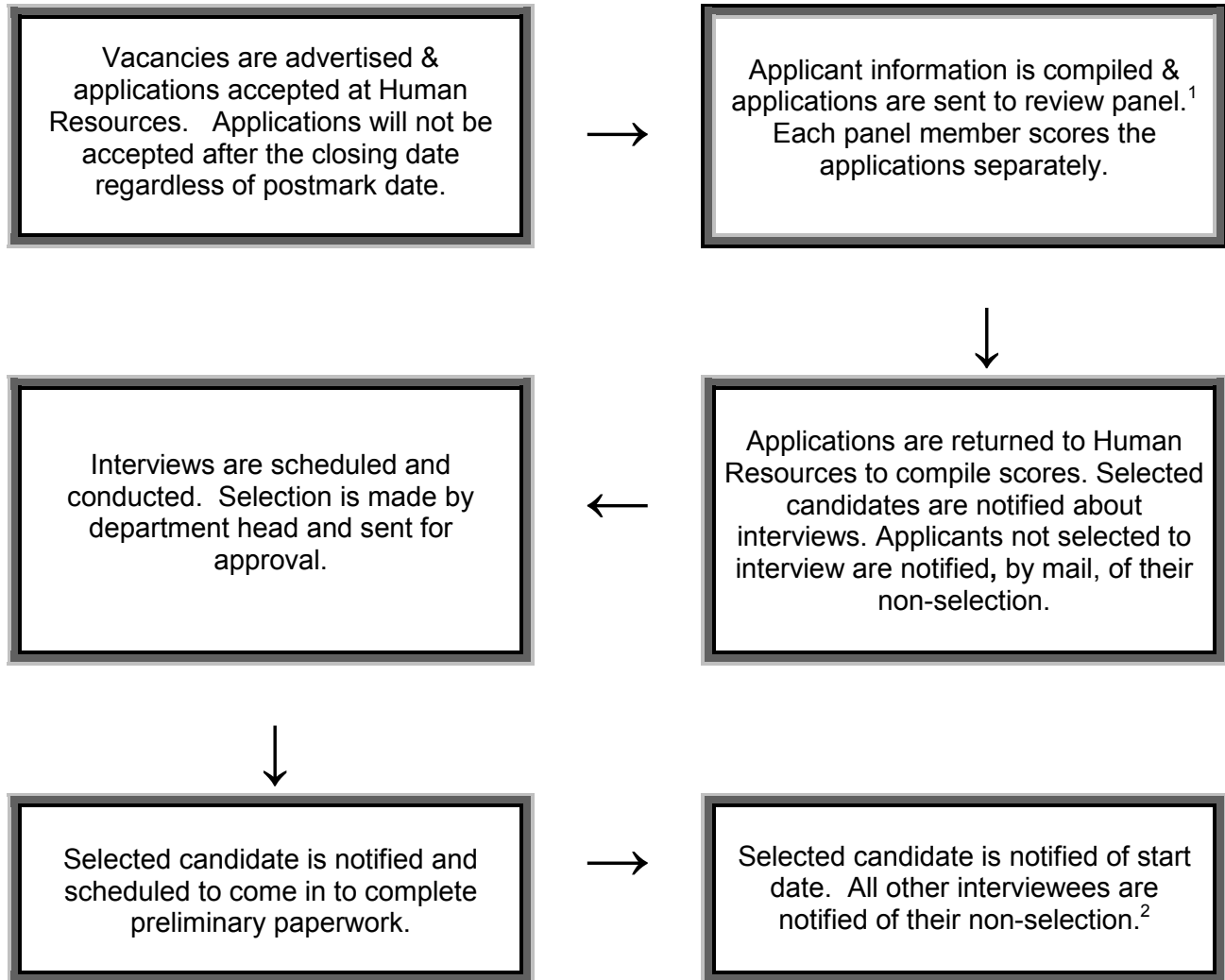
ATTENTION: Attach this page to your application materials even if you do not provide the voluntary information.



St. Mary's County Government

Overview of the Hiring process

Vacancies are advertised for a minimum of 2 weeks. Applications can be faxed, emailed, mailed, or delivered in person to the Department of Human Resources. You are welcome to submit a resume or any other material that you feel will increase your opportunity for employment, however, you **must** submit a completed County application.



¹ If five or fewer applications are received, they are sent directly to the department head. The department head interviews and makes a selection.

² If a selection is not made, the position is closed and may be readvertised at a later date. All applicants are notified that no selection was made.