

Charles County Government Application For Employment

Post Office Box 2150, La Plata, Maryland 20646

(301) 645-0585, (301) 870-2681

TTY 1-800-735-2258 or 7-1-1, Job Hotline (301) 645-0600

www.charlescounty.org

Pre-Employment Questionnaire

An Equal Opportunity Employer

Personal Information

Date _____

Name _____

Last

First

Middle

Address _____

Street

City

State

Zip

Home Phone No. _____ Work Phone No. _____

Are you 18 or older? Yes _____ No _____

Position _____ **Salary desired** _____ **Date you can start** _____

Are you employed now? Yes _____ No _____ If so, may we inquire of your present employer? _____

Ever applied to Charles County Government before? _____ If so, where _____ When _____

Ever worked for Charles County Government before? _____ If yes, when and what position? _____

Do you have any relatives currently employed with Charles County Government? If yes, please list the employee's name, title, department and relation to you. _____

Are you legally authorized to work in the United States? Yes _____ No _____ (Proof of identity and authorization will be required upon employment)

Have you ever worked for a local government before? Yes _____ No _____

Within the past five years, have you been convicted of a felony? Yes _____ No _____ If yes, please describe. _____

Education	Name & Location of School	No. of years attended	Did you graduate?	Subjects studied
High School				
College				
Trade/Graduate School				

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

General

Subjects of special study or research work _____

U.S. Military or Naval Service _____ Rank _____

Present membership in National Guard or Reserves _____

(Continued on other side)

Notice to Applicants

Name _____ Date _____

The Charles County Government is an Equal Opportunity Employer and accordingly monitors and reviews its hiring practices and policies with respect to non-discrimination in recruitment and selection. The information requested below on this form will not be considered in the selection process of the job position you are applying for. It will be detached from the application upon submission to the Department of Human Resources. The information detailed below will be used to conform with Equal Employment Opportunity Commission guidelines concerning application statistics.

Please circle the appropriate classification:

SEX: Male

Female

RACE: Black

Asian American

White

American Indian

Hispanic

Position applying for:

How did you find out about this position?

Former Employers (List below last four employers, starting with last one first)

Date, Month & Year	Name & Address of Employer Supervisor's Name, Title & Phone Number	Salary	Position	Reason for Leaving
From To				
From To				
From To				
From To				

Other Experience

References: Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements or omission of facts on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you."

Date Signed _____ Signature of Applicant _____

Notice to Applicants

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

Charles County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. If you require a reasonable accommodation when applying or interviewing for a County position, please contact the Charles County ADA coordinator by dialing (301) 645-0603 or TTY 1-800-735-2258 or 7-1-1.

I hereby acknowledge that I have read the above statements.

Date Signed _____ Signature of Applicant _____