

APPLICATION STATEMENT

I, _____, certify that the information I have provided in this application is true and complete to the best of my knowledge and belief. I understand that any false or misleading information, misinterpretations, or omissions given, whether in an interview or other aspect of the hiring process may result in my disqualification as a candidate for employment, or my immediate discharge if I am already employed.

I understand that Final Notice has a policy of supplementing and completing the information provided in its employment application by checking this information with the educational institutions, former employers, and references listed herein. I hereby release Final Notice and any other institutions listed, past or present, from any and all liability for furnishing information to Final Notice or any agent acting on its behalf.

If employed, I agree that I will not engage in any outside activity that would involve or create a conflict of interest with or reflect adversely on Final Notice. The decision whether I engage in any of this is within the sole discretion of the Company.

If employed, I agree to comply with all other policies of the company. I also understand that, if at any time in the future Final Notice implements a drug policy that requires employees to undergo testing, I will be required to give consent to and comply with the policy as a condition of my continued employment.

I understand that nothing in this application or any related document(s), interview(s), or other aspects of the application process constitutes an expressed or implied contract for initial or continued employment. If employment is offered and a relationship is established, I understand that my employment is "at-will" and that both Final Notice and I have the right to terminate my employment at any time, with or without cause or prior notice.

Final Notice is an equal opportunity employer. We consider all applicants for all positions without regard to age, sex, race, color, religion, national origin, physical or mental disabilities, sexual orientation, marital status, veteran status, or any other basis prohibited by federal, state, or local laws. Final Notice recruits, hires, employs, trains, and promotes individuals solely on the basis of their qualifications. No questions on this application will be used for discretionary purposes.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYEMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATIONS THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

EMPLOYEE SIGNATURE

DATE

Employment Application

Date: _____

Applicant Information

Full Name: _____ DOB: _____
Last First M.I. MM/DD/YY

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Social Security No.: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____ How did you hear about us? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Phone: _____

Relationship: _____ Email: _____

Full Name: _____ Phone: _____

Relationship: _____ Email: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Please use this space to explain any other experiences that you feel are pertinent to employment. This may include reasons for work history gaps, Military Service, or accomplishments.
