



APPLICATION FOR EMPLOYMENT

City of Salisbury

Human Resources Department
125 N. Division St., Salisbury, MD 21801
410-548-1065 Fax: 410-548-3748

website: www.salisbury.md email: jobs@ci.salisbury.md.us



We appreciate your interest in employment with the City of Salisbury and assure you that we are interested in your qualifications. The information requested in this application will aid us in evaluating your qualifications. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, genetic information or presence of a medical condition or handicap.

1. Name (Last, First, Middle) 5. Position you are applying for
Address: Number & Street 6. Date of Application
City, State, & Zip Code 7. Date available to work
2. Social Security Number 8. Lowest pay you will accept
3. Home Phone: (Include Area Code) 9. Are you legally authorized to accept work and remain in the United States?
4. Business Phone: (Include Area Code) (Proof of identity and authorization will be required upon employment)
10. Are you currently 18 years or older? If not, state your age:
11. Licenses: Do you have a valid Driver's License? Driver License # State: Expiration Date: Type of License: Class:
12. List all machines or equipment, including office equipment, you can operate skillfully.
13. List all additional qualifications & skills:
14. EDUCATION AND TRAINING CHECK HIGHEST GRADE COMPLETED
15. 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 16.

16. Experience. Starting with your current or most recent job, list all positions you have held in the last ten years. If you consider it appropriate to this application, you may include as an addendum, positions held earlier than ten years ago. Be concise, but do not omit information, which may be relevant to the position for which you are applying. If you need additional blocks, use blank sheets.

A. Dates of Employment From: _____ To: _____		Job Title	Number of Persons Supervised
Salary:	Hrs. Per Week	Name of Supervisor	Area Code and Phone

Name and Address of Business or Employer:

Reason for Leaving:

May we contact this employer? \_\_\_\_\_ If not, why not? \_\_\_\_\_

Description of duties:

B. Dates of Employment From: _____ To: _____		Job Title	Number of Persons Supervised
Salary:	Hrs. Per Week	Name of Supervisor	Area Code and Phone

Name and Address of Business or Employer:

Reason for Leaving:

May we contact this employer? \_\_\_\_\_ If not, why not? \_\_\_\_\_

Description of duties:

C. Dates of Employment From: _____ To: _____		Job Title	Number of Persons Supervised
Salary:	Hrs. Per Week	Name of Supervisor	Area Code and Phone

Name and Address of Business or Employer:

Reason for Leaving:

May we contact this employer? \_\_\_\_\_ If not, why not? \_\_\_\_\_

Description of duties:

D. Dates of Employment From: _____ To: _____		Job Title	Number of Persons Supervised
Salary:	Hrs. Per Week	Name of Supervisor	Area Code and Phone

Name and Address of Business or Employer:

Reason for Leaving:

May we contact this employer? \_\_\_\_\_ If not, why not? \_\_\_\_\_

Description of duties:

17. Military Service  Yes  No      Branch of Service \_\_\_\_\_  
 Serial or Service No. \_\_\_\_\_      Dates of Service      From: \_\_\_\_\_      To: \_\_\_\_\_  
 Did your military service have any relationship to the position for which you have applied?  Yes  No  
 If yes, please explain \_\_\_\_\_

18. Are you related by blood or marriage to any City employee(s)?  Yes  No  
 If yes, complete the following:

Name	Department	Relation

19. Have you been employed with us before?  Yes  No 20. How did you hear about this job?

If Yes, answer questions below:

A. Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_ B. Position Held \_\_\_\_\_

C. Reason for leaving: \_\_\_\_\_

21. Are you able to perform **all** of the duties and meet **all** of the requirements as listed in the job ad for the job which you are applying (listed in section 5) with or without accommodations?  Yes  No

22. Have you ever been convicted of a crime including DUI or DWI?  Yes  No

If yes, describe the conviction, when it occurred, the facts and circumstances, and any facts pertaining to rehabilitation? (Do not list any criminal conviction which has been expunged. A criminal conviction will not necessarily bar employment).

**PLEASE READ CAREFULLY**

- a. 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.
- b. In submitting this application for employment, I authorize investigation of all statements contained therein. I hereby authorize the City of Salisbury 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 City 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 cancellation of the application or the separation from City 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 City 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 City Government. I understand that this application is the property of City Government and will be part of my personnel file if I am accepted for employment. Driving record checks may be required of an applicant or employee who may be required to operate a City or personal vehicle on City business. This will also depend on the nature of the position and the insurance company's requirements. I hereby authorize the City to obtain a complete driving history.
- d. Any applicant who is selected for employment by the City of Salisbury must, as a condition of employment and before any offer of employment can be considered final, complete United States Department of Justice Immigration and Naturalization Service Form I-9 and provide acceptable documents that establish both identity and employment authorization as defined by Federal Regulation. The foregoing must be accomplished before employment and failure to do so will cancel any offer of employment with the City of Salisbury. The proposed employee has 5 working days within which to comply with these requirements.

**Acknowledged and Understood:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

An Equal Opportunity Employer

Not as a requirement and on a voluntary basis, use this page to provide any additional information helpful in evaluating your qualifications.

Also, we welcome your comments on our job ads and employment process.