

HR date: _____
 Position: _____ Location: _____
 Termination Date: _____
 Eligible for Rehire: _____
 Notes: _____



1040 Singerly Road Elkton, Maryland 21921

Application for Employment

Shorehaven, Inc. is an equal opportunity employer and does not discriminate against any applicant for employment based on age, color, marital status, national origin, race, religion, sex, sexual orientation, genetic information, qualified individuals with disabilities, veteran status or citizenship.

Date _____

Personal Data (please print)

Last Name	First	Middle	*Valid Drivers License? Yes / No	
Street	City		State	Zip Code
()	()	Are you 21 years old or older?		Yes / No
Home Phone	Business Phone		(circle one)	

Education

High School Name & Address	Dates		Major Course	Diploma Received
	From	To		
College Name & Address	Dates		Major Course	Diploma Received
	From	To		
Graduate School Name & Address	Dates		Major Course	Diploma Received
	From	To		
Other (Specify)	Dates		Major Course	Diploma Received
	From	To		
Scholastic Honors:				

Skills/Certifications

Position Desired? _____

Full-Time Part-Time Temporary Volunteer

Who referred you to us (Agency, School, Employee, Newspaper, Other)? _____

Have you previously been interviewed by our agency? _____

Have you previously been employed by our agency? _____

Are you related to anyone currently employed by our agency? _____

If yes, please state name and relationship _____

If your application is considered favorably, on what date can you start work? _____

Employment History (List Current or Most Recent Position First)

Employer _____	() Phone _____
Address _____	
Supervisor _____	Employment Dates (From-To) _____
Position _____	Salary (From-To) _____
Nature of Work _____	
Reason for Leaving _____	
May we contact your employer? _____	

Employer _____	() Phone _____
Address _____	
Supervisor _____	Employment Dates (From-To) _____
Position _____	Salary (From-To) _____
Nature of Work _____	
Reason for Leaving _____	
May we contact your employer? _____	

Employer _____	() Phone _____
Address _____	
Supervisor _____	Employment Dates (From-To) _____
Position _____	Salary (From-To) _____
Nature of Work _____	
Reason for Leaving _____	
May we contact your employer? _____	

Employer _____	() Phone _____
Address _____	
Supervisor _____	Employment Dates (From-To) _____
Position _____	Salary (From-To) _____
Nature of Work _____	
Reason for Leaving _____	
May we contact your employer? _____	

Additional Information

What job (or activity) have you most enjoyed? Why? _____

What job (or activity) have you least enjoyed? Why? _____

References

Professional References

Name	Company/Address	Phone

Personal References

Name	Address	Phone

Criminal Background Disclosure Statement

Criminal Background Disclosure Statement

Have you ever been convicted of, pleaded guilty or nolo contendere to, received a not criminally responsible disposition or received probation before judgment for any crime (felony, misdemeanor, or traffic violation)? **Yes** **No** If yes, please use the space below to state the crime, the date, and the status of the charge.

Are any criminal charges or proceedings pending against you? **Yes** **No** If yes, please explain in the space provided below.

A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long ago it occurred, and the extent of rehabilitation. You may omit information regarding convictions which have been expunged.

Certification

The information I have given here is true and complete to the best of my knowledge. I understand and agree that any false statements of information and/or omission of information may disqualify me from further consideration for employment and shall warrant my dismissal in the event I am hired.

I acknowledge that if hired, I will be an at-will employee and will be subject to dismissal or discipline without notice or cause, at the discretion of Shorehaven, Inc.

Applicant Signature: _____ **Date:** _____