

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                         | <b>*Valid Drivers License? Yes / No</b> |          |
| 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? \_\_\_\_\_

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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? \_\_\_\_\_

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## Additional Information

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

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

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## References

### Professional References

| Name | Company/Address | Phone |
|------|-----------------|-------|
|      |                 |       |
|      |                 |       |

### Personal References

| Name | Address | Phone |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |

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## 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:** \_\_\_\_\_

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND THAT 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. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEAMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.