

Employment Application

15901 Excalibur Road
Bowie, MD 20716
<http://www.cityofbowie.org>



City of Bowie, MD

(Phone) 301-262-6200
(FAX) 301-809-2304
(TDD) 301-262-5013

1. APPLYING FOR:

Your application is one part of the pre-employment process. Be sure that you meet the minimum qualifications of the Job Description.

Title of Job: _____ Date: _____

2. TELL US WHO YOU ARE

Name _____
First Last MI

Address _____
City State Zip

Home Phone _____ E-Mail _____

Mobile Phone _____

Business Phone _____ Are you 18 years old and over? Yes No

Driver's License Number, State and Class _____

3. TELL US ABOUT YOUR TRAINING AND EDUCATION

High School graduate or GED? Yes _____ No _____ If no, highest grade completed _____

School _____ Address (City, State) _____

College

| Name and Location | From | To | Years Completed | Degree |
|-------------------|------|----|-----------------|--------|
|-------------------|------|----|-----------------|--------|

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| _____ | _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|-------|

Major (Undergraduate) _____

Subject of Graduate Studies _____

Trade, Technical or other training

| Name and Location | From | To | Type of Training | Completed? (Yes, No) |
|-------------------|------|----|------------------|----------------------|
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| _____ | _____ | _____ | _____ | _____ |
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Military Experience: Yes: _____ No: _____

If "yes," please answer the following:

Indicate Branch: _____

Date Entered: _____

Date Discharged: _____

Highest Rank/Grade: _____

Terminal Rank/Grade: _____

Honorably Discharged? Yes: _____ No: _____

Computer Aptitude: Indicate skill level – Low, Medium, High

Windows _____ Word _____ Access _____ Excel _____ Other _____

4. TELL US ABOUT YOUR WORK EXPERIENCE

Give a record of every employment you have had in the last ten years. Start with your **present** or **last** employment and work back, listing all periods of employment and unemployment. **An additional sheet may be used if necessary.**

1) Your **present or last** job. Where did you work? Name of Employer: _____

Address where you worked: _____

Your Supervisor's name and telephone number: _____

Your job title: _____ From _____ To _____

Salary: _____ Job Duties (give details): _____

Reason for leaving: _____

2) Your **next most recent** job. Where did you work? Name of Employer: _____

Address where you worked: _____

Your Supervisor's name and telephone number: _____

Your job title: _____ From _____ To _____

Salary: _____ Job Duties (give details): _____

Reason for leaving: _____

3) Your **next most recent** job. Where did you work? Name of Employer: _____

Address where you worked: _____

Your Supervisor's name and telephone number: _____

Your job title: _____ From _____ To _____

Salary: _____ Job Duties (give details): _____

Reason for leaving: _____

5. OTHER JOB RELATED ACTIVITIES

List experience for which you received no compensation or activities in which you participated that you believe provides you with additional qualifying experience. (You are not required to list organizations, the name or character of which indicates race, creed, or national origin of its members.)

Organization

Duties

6. REFERENCES

List 3 people whom we can contact who have knowledge of your qualifications. Do not include names of relatives or employers or supervisors appearing elsewhere on this application.

Name

Address

Phone

7. IMPORTANT QUESTIONS TO ANSWER

Answer these questions by placing an "X" in the appropriate column. (If yes, explain in space provided for detailed answers on page 4.)

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| a. Have you ever been convicted of a felony against the law or are you now under charges for any felony against the law? <i>If the answer is "yes," provide date, place, charge, court and sentence for the conviction. Applicants will not be denied employment solely on the grounds of conviction of a criminal offense. The date and nature of the offense, including any significant details, and the surrounding circumstances and relevance of the offense to the position applied for may however, be considered.</i> | _____ | _____ |
| b. Have you ever been dismissed or forced to resign from any position? | _____ | _____ |
| c. May we contact your present employer? | _____ | _____ |
| d. Will you consider part-time employment? | _____ | _____ |
| e. Are you at least eighteen years old (if applying for a permanent full-time position)? | _____ | _____ |

City of Bowie, Maryland



An Equal Opportunity Employer

The City of Bowie is an equal opportunity employer. We appreciate your cooperation in answering the questions below. **Providing this information is voluntary and in no way affects the outcome of your application.** Your response to these questions will remain separate from your application, and will be used for statistical purposes only.

Job applied for: _____

Birth Date: _____ Male: ____ Female: ____

Are you a U.S. Citizen or legal alien? Yes: ____ No: ____

Race/Ethnic Identification – Please Check One Only

1. ____ White (not of Hispanic origin): Includes persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2. ____ Black (not of Hispanic origin): Includes African-Americans and other persons having origins in any of the black racial peoples of Africa.
3. ____ Asian or Pacific Islanders: Includes persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Sub Continent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, The Philippine Islands, and Samoa.
4. ____ Native American or Alaskan Native: Includes persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation.
5. ____ Hispanic: Includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
6. ____ Other _____