



**APPLICATION FOR POSITION**

Please fill out this application completely and carefully in your own handwriting. Feel free to add any additional information which will help in placing you where you are best qualified, and, if needed, attach a separate sheet.

As an Equal Opportunity Employer, consideration of every applicant will be based upon merit qualifications and ability and not on a basis prohibited by local, state, or federal laws.

Social Security No. \_\_\_\_\_

\_\_\_\_\_  
 (Last Name) (First) (Maiden or Middle)

\_\_\_\_\_  
 (Street & Number) (City) (State) (Zip Code) Yrs. There \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Are you 18 years old or older? Yes  No  If under 18, state age \_\_\_\_\_

This question is asked only to determine if a work permit will be necessary in conformance with Maryland legislation.

Position Desired \_\_\_\_\_ Date available for employment \_\_\_\_\_

Salary Desired \_\_\_\_\_ Full time  Part time  Summer  Temporary

Available for work: Day  Night  Sat.  Sun.

Days and times not available \_\_\_\_\_

Referred by \_\_\_\_\_ Have you submitted an application before? \_\_\_\_\_

Ever employed by this Company? \_\_\_\_\_ When \_\_\_\_\_ Position \_\_\_\_\_ Where \_\_\_\_\_

Give names of relatives or friends employed by us: \_\_\_\_\_

Transportation \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_  
 (Name) (Address) (Telephone)

Are you legally eligible for employment in USA? Yes  No

EDUCATION: CIRCLE LAST GRADE COMPLETED: 7 8 9 10 11 12; COLLEGE: 1 2 3 4; OTHER \_\_\_\_\_

List All Schools Name & Address of School Attended	Scholastic Average	Did you Graduate?	Degree	Major
High/Prep..... School				
College.....				
Other..... (Specify)				

Are you currently attending school? \_\_\_\_\_ Where \_\_\_\_\_ Courses \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Give present position first and work back to earliest. Please follow the requested numbered sequence.  
Explain unemployed periods, if any. Use additional sheet if required.

1. Company Name 4. Supervisor's Name Title	2. Address 3. Phone No.	5. Position 6. Duties	Period Employed Month/Day/Year	Reason for Leaving
1.		5.	Starting	
2.		6.	/ /	
3.			Termination	
4.			/ /	
1.		5.	Starting	
2.		6.	/ /	
3.			Termination	
4.			/ /	
1.		5.	Starting	
2.		6.	/ /	
3.			Termination	
4.			/ /	

May we contact your present employer? \_\_\_\_\_ Number of days absent from school or work in last two years: \_\_\_\_\_

Have you ever been dismissed from or asked to leave any job? Yes  No

If Yes, explain \_\_\_\_\_

**MILITARY EXPERIENCE**

Were you in the U.S. Armed Services? Yes  No  If Yes, What Branch? \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Special Training or Experience \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Are you a member of the National Guard or Reserve? Yes  No

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 OR EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

I hereby authorize release of all information and transcripts from the above listed schools to Martins, Inc. The information given in this application is correct to the best of my knowledge, and you are authorized to VERIFY this information. I hereby release from all liability or damage those individuals or corporations who provide information relating to my prior employment or character.

It is understood and agreed that any misstatement made by me in this application will be sufficient cause for rejecting any application or discharge from the Company's service if I have already been employed.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE. FOR COMPANY USE ONLY**

Location:  East  Crosswinds  Camelot  
 West  Westminster  Valley Mansion  Other \_\_\_\_\_

Interviewed By \_\_\_\_\_ Date Interviewed \_\_\_\_\_

Hire Position \_\_\_\_\_ Rate \_\_\_\_\_ Start Date \_\_\_\_\_  
 Full-time  Regular Part-time  Casual  Hourly  Salaried  
 Reject Reason \_\_\_\_\_

Date of Birth \_\_\_\_\_ Condition of Hire \_\_\_\_\_