



# APPLICATION FOR EMPLOYMENT

**D.M. Bowman, Inc. 10228 Governor Lane Blvd. Williamsport, MD 21795**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**THIS APPLICATION MUST BE COMPLETED IN FULL. DO NOT LEAVE ANY BLANKS.**

*Please Print*

Position (s) Applied For	Date of Application
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How Did You Learn About Us? (please circle)

Advertisement	Friend	Walk-In
Employment Agency	Relative	Other _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)				Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....  Yes  No

Have you ever filed an application with us before? .....  Yes  No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? .....  Yes  No  
If Yes, give date \_\_\_\_\_

Are you currently employed?.....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment* .....  Yes  No

On what date would you be available for work? .....  Yes  No

Are you available to work (please circle):    Full-Time    Part-Time    Shift Work    Temporary

What rate of pay do you expect? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? .....  Yes  No

Can you travel if a job requires it? .....  Yes  No

Have you been convicted of anything other than a traffic violation?.....  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*  
If Yes, please explain \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

# EDUCATION

	Name and Address of School	Course Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Other Qualifications: *Summarize special job-related skills and qualifications acquired from employment or other experience, including language skills.*

Describe any specialized training, apprenticeship, skills, and extracurricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related military service agreements and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>1.</b>	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Numbers	Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
<b>2.</b>	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Numbers	Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
<b>3.</b>	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Numbers	Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
<b>4.</b>	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Numbers	Hourly Rate/ Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

<b>References:</b>	
1.	( )
(Name)	Phone Number
(Address)	
2.	( )
(Name)	Phone Number
(Address)	
3.	( )
(Name)	Phone Number
(Address)	

<b>Specialized Skills</b>	<b>Circle Skills/ Equipment Operated</b>
Personal Computer / Desktop Applications AS 400 Training Network Training Telecommunications CDL Class A	Forklift Operation Tractor/ Trailer Class 8 Class 7 Truck  <i>*To be more specific please include resume with this application.</i>

# APPLICANT'S STATEMENT

## APPLICANT MUST READ AND SIGN

I certify that I have read and understood all of this employment application and that the answers given herein are true and complete to the best of my knowledge. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks, which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

It is also agreed and understood that under the Fair Credit Reporting Act, Public Law 91-508, I have been told that this investigation may include an investigative Consumer Report, including information regarding my character, general reputation, personal characteristics, and mode of living.

I EXPRESSLY ACKNOWLEDGE AND UNDERSTAND THAT IN THE ABSENCE OF WRITTEN CONTRACT TO THE CONTRARY, MY STATUS, IF I AM HIRED, WILL BE THAT OF AN EMPLOYEE AT WILL, HAVING NO CONTRACTUAL RIGHT, EXPRESS OR IMPLIED, TO REMAIN IN THE COMPANY'S EMPLOY. IN THIS CONNECTION, I EXPRESSLY ACKNOWLEDGE FURTHER THAT NEITHER ANYTHING SAID TO ME DURING THE COMPANY'S APPLICATION AND/OR INTERVIEW PROCESS OR DURING EMPLOYMENT NOR ANY PROVISION IN THE COMPANY'S POLICIES OR EMPLOYEE MANUAL CONSTITUTES THE TERMS OF AN EXPRESS OR IMPLIED EMPLOYMENT AGREEMENT. In consideration of any employment offered, I specifically agree that my employment may be terminated, with or without cause or notice, at any time, at the option of either the Company or myself. I understand that no unauthorized representative may enter into any agreement for employment or make any agreement contrary to the foregoing.

### **NOTICE TO APPLICANT FOR EMPLOYMENT IN MARYLAND:**

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to, or take a lie detector test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.00.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in rejection or discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

## FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Arrange/Schedule Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

INTERVIEWER \_\_\_\_\_ DATE \_\_\_\_\_

Employed  Yes  No

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/ Salary \_\_\_\_\_ Dept./ Team \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE