

**MARYLAND MASONIC HOMES
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Maryland Masonic Homes thanks you for your interest in applying for a position with us. We consider all applicants without regard to race, color, religion, sex, national origin, ancestry, age, mental or physical handicap, citizenship status, genetic information or membership in any other protected class.

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Phone
City, State, Zip			Cell Phone
Have you ever applied for employment with us? Yes _____ No _____ If yes: month & Year _____ Location _____			Social Security Number
Have you ever been employed by us? Yes _____ No _____ If yes: month & Year _____ Dept. _____ Reason for Leaving _____			Expected Pay Rate:
Position Applying For:			Shift desired:
Do you have reliable transportation to and from work?			When will you be available to begin work?
List any other special training or skills (equipment operation, professional licenses, certificates, awards, etc.):			
Do you have reliable transportation to and from work?			Will you work overtime if required?
Referral Source: Employee _____ Newspaper _____ Other Agency _____			

EDUCATION

School	Name and location of School	Course of Study	No. of Years Completed	Did you Graduate?		Degree or Diploma received
High				No	Yes	
College				No	Yes	
Graduate				No	Yes	
Other				No	Yes	

Membership in Professional or Civic Organizations: _____

(Exclude those which may disclose your race, color, religion, sex, national origin, ancestry, age, mental or physical handicap, citizenship status or membership in any other protected class)

EMPLOYMENT HISTORY

(Please give an accurate and complete listing of all full-time and part-time employment. Start with present or most recent employment).

Company Name	Telephone
Address	Dates of Employment
Supervisor's Name	Weekly Pay Start: _____ Last: _____
Job Title and Description of Your Work	Reason for Leaving
Company Name	Telephone
Address	Dates of Employment
Supervisor's Name	Weekly Pay Start: _____ Last: _____
Job Title and Description of Your Work	Reason for Leaving
Company Name	Telephone
Address	Dates of Employment
Supervisor's Name	Weekly Pay Start: _____ Last: _____
Job Title and Description of Your Work	Reason for Leaving
Company Name	Telephone
Address	Dates of Employment
Supervisor's Name	Weekly Pay Start: _____ Last: _____
Job Title and Description of Your Work	Reason for Leaving

PERSONAL REFERENCES (Please list three, do not include relatives)

Name	Home Phone	Cell Phone	Relationship

MISCELLANEOUS

During the last seven years, have you been convicted of a misdemeanor or a felony or convicted in a military court-martial? Yes No

If yes, state the crime and the date of conviction. You may omit information regarding convictions which have been expunged. Note: A conviction will not necessarily disqualify an applicant.

UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT 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 MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.

I have read and understand the above.

Signature

Date

**AUTHORIZATION, RELEASE AND DISCLOSURE STATEMENT
(Applicant should read carefully before signing)**

I certify that all of the answers given in the application and during the interview process are true and complete to the best of my knowledge. I understand that the misrepresentation or omission of facts called for in this application or during the interview process is cause for immediate dismissal.

In submitting this application for employment, I understand that a consumer report may be procured whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record, and/or criminal history. I authorize anyone possessing this information to furnish it to Maryland Masonic Homes and/or a third party company upon request and I release anyone so authorized, Maryland Masonic Homes, and any third party company from all liability and damages whatsoever in furnishing, obtaining, or using said information.

I hereby authorize Maryland Masonic Homes to seek from all my previous and present employers, and authorize all my previous and present employers to release to Maryland Masonic Homes, any and all information pertaining to my employment history. I further release, promise to hold harmless and covenant not to sue Maryland Masonic Homes on the basis of its attempts to obtain this information, or any previous or present employer on the basis of its disclosure of this information to Maryland Masonic Homes.

I further understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without reason or notice at the option of either the company or myself. Further, I understand that no officer, agent, representative or employee of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to that contained in the previous sentence.

I also authorize the company to deduct from my wages any amounts which may be due it as a result of overpayment of wages, loss or destruction of its property or any other amounts which I may lawfully owe Maryland Masonic Homes, or for which I have received full consideration.

Finally, in the event that I become an employee of Maryland Masonic Homes, I agree to comply with all rules and regulations of the company.

I have read and understand the above.

Signature

Date