

DCS Application for Employment

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRAT but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of race, color, religion, national origin or ancestry, sex (including pregnancy), gender identity, age, disability, marital status, sexual orientation, genetic information because of an individual's refusal to submit to a genetic test or make available the results of a genetic test, veteran status, or any other legally protected status under local, state and federal law.

PERSONAL INFORMATION

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

Position Applied for:	Date of Application:
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

First Name	Middle Initial	Last Name
Street Address		
City	State	Zip
Telephone Number(s) Home/Cell		
Email Address		

EMPLOYMENT INFORMATION

Are you at least 18 years of age, and can you provide required proof of your eligibility to work?

Yes No

Have you ever been employed with us before? Yes No If yes, when?

Dates of Employment _____ If yes, why did you leave? _____

Are you currently employed? Yes No

May we contact your present employer? Yes No Previous employer(s)? Yes No

Are you legally eligible to work in the United States? Yes No

On what date would you be available for work? _____

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Do you prefer: Full-Time Part-Time PRN -work as needed

Can you work: Evenings Weekends Overnight Anytime Days

Can you travel if a job requires it? Yes N Will you work overtime when necessary? Y N

Have you ever been discharged or asked to resign from a job? (If yes, please explain) Y N

Excluding minor traffic offenses, in any criminal (misdemeanor or felony) investigation or proceeding, have you ever plead guilty or 'no contest' to a crime, or been convicted, or received a verdict of anything other than 'not guilty,' or sentenced to probation before judgment, or adjudged not criminally responsible (including during military service)? Do not include offenses that have been annulled, expunged, shielded or sealed by a court. Y N (Answering yes will not necessarily disqualify you from employment)

Please answer the following questions if the position you are applying to requires you to drive a motor vehicle:

Do you have a valid driver's license in the State you reside in? Yes No A valid CDL Y N

Are you applying for a bus driver position? Yes No If Yes, are you 21 years of age? Yes No

Have you been convicted of, or plead guilty to, any traffic-related offenses within the past 5 years? Yes N (Conviction will not necessarily disqualify you from employment)

Do you have points on your driver's license? Y N

If yes, how many points do you have? _____

Do you have at least two years of driving experience? Y N

Have you ever had your driver's license suspended or revoked or had your driving privileges modified by a court of law? Y N (Suspension or revocation will not necessarily disqualify you from employment)

In the past three years have you had:

- a. more than two at-fault accidents? Y N
- b. more than three minor moving violations? Y N
- c. more than four non-moving violations such as failure to appear, license not in possession, or no proof of insurance/registration? Y N
- d. four or more in combination of the above a, b, and c? Y N

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In the past four years, have you had zero major moving violations? Major violations include, but are not limited to, driving while license is suspended, revoked or invalid, exhibition of speed – speed contest, reckless driving, driving under the influence, vehicular manslaughter, leaving the scene of an accident (hit and run), and speeding in excess of 100 mph. Y N

Do you have any relatives that work for Delmarva Community Services, Inc? Y N

If yes, please indicate who, position held, and what relation that they are to you:

Name: _____ Position Held: _____ Relation: _____

(Answering yes, will not necessarily disqualify you from employment)

We grant hiring preference to veterans who have received an honorable discharge or certificate of satisfactory completion of military service, and to the spouses of deceased veterans or those service-connected disability. Do you meet these criteria? (written documentation may be required)? Yes No

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed/Area of Study	Did you earn a Diploma?
High School				Degree/Cert/Diploma
Undergraduate College				Degree/Cert/Diploma
Graduate Professional				Degree/Cert/Diploma
Other (Specify)				Degree/Cert/Diploma

EMPLOYMENT HISTORY

Start with your present job. Include volunteer activities. You may exclude organizations that indicate race, color, religion, national origin, or ancestry, sex, age, disability, veteran status, any other legally protected status under local, state, or federal law.

Most Recent Employer	Job Title	Dates Employed: From: To:
Address	Phone Number(s) and/or email	Supervisor Name

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Work Performed
Reason for Leaving

Next Most Recent Employer	Job Title	Dates Employed: From: To:
Address	Phone Number(s) and or email	Supervisor Name
Work Performed		
Reason for Leaving		

Next Most Recent Employer	Job Title	Dates Employed: From: To:
Address	Phone Number(s) and or email	Supervisor Name
Work Performed		
Reason for Leaving		

ADDITIONAL INFORMATION

<p>Please list any professional licenses, designations, certifications, etc. that may relate to the position for which you have applied. Include date granted, name of organization, and any other relevant information</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

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Please list any special skills, training, or abilities you may have that relate to the position for which you applied.

REFERENCES

Not Former Employers or Relatives

Name	Address	Phone #
Name	Address	Phone #
Name	Address	Phone #

APPLICANT'S CERTIFICATION AND AGREEMENT

I authorize the investigation of all statements contained in this application and release all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.

I certify that all facts and information set forth in this application are true and complete to the best of my knowledge. I understand that my falsification, misrepresentation, or omission, of facts on this application (or any required documents will be cause for denial of employment or immediate discipline, up to and including termination of employment, regardless of when or how it was discovered.

I agree, if I am offered and accept a position, to conform to all existing and future rules and regulations and I understand that the Company reserves the right to change policies, titles, job descriptions, wages, hours, and working conditions, as deemed necessary.

I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYEMENT RELATIONSHIP AT ANY TIME FOR ANY REASON OR NO REASON

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AND THAT ONLY A WRITTEN AGREEMENT BETWEEN THE PRESIDENT/CEO OF THE COMPANY AND ME, SIGNED BY BOTH OF US, CAN ALTER THE AT-WILL EMPLOYMENT RELATIONSHIP.

I understand that any employment offer is contingent upon my providing, within (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and that I have answered all questions completely and fully.

Signature

Date

MARYLAND APPLICANTS ONLY:

LIE DETECTOR STATEMENT

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 OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY	
Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No	
Interviewer _____	Date _____