



PERSONAL INFORMATION (Cont'd.)

If yes, can we contact your employer? Yes ( ) No ( )

Do you have a valid state driver's license? Yes ( ) No ( )

If yes, License number: \_\_\_\_\_ State: \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)? Yes ( ) No ( )

If yes, License number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_

Endorsements: \_\_\_\_\_

List all states in which you have lived or resided for the last 10 years, including dates of residence:

States: \_\_\_\_\_ Dates of residence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor, other than a minor traffic offense? (A conviction will not necessarily be a bar to employment. This information will be used only for job-related purposes to the extent permitted by law. Be candid. Your response is subject to verification through a criminal history investigation. Do not include convictions that have been legally expunged)

Yes ( ) No ( )

If yes, for each conviction list the specific title of the offense, the date of conviction, the Jurisdiction and the disposition. If necessary, please attach an additional sheet.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you lawfully entitles to work in the United States? Yes ( ) No ( )

(The Immigration Reform and Control Act of 1966 requires that employers only hire individuals who are lawfully entitles to work in the United States by virtue of being a citizen or authorized alien) Proof of citizenship or immigration status will be required upon employment.

WORK INFORMATION

Date you can start: \_\_\_\_\_

How did you learn of the position? (Please check)

- ( ) Advertisement ( ) Private employment agency  
( ) Friend ( ) Government employment agency  
( ) Relative ( ) Walk-In

( ) Employee If so, name of employee: \_\_\_\_\_

( ) Other, please specify: \_\_\_\_\_

Availability (check all that apply) ( ) Full-time ( ) Part-time ( ) Temporary ( ) Seasonal

If part-time, specify days and hours: \_\_\_\_\_

If temporary, specify length of employment desired: \_\_\_\_\_

List any other specific days and times when you are available: \_\_\_\_\_

Are you willing to work overtime as necessary? Yes ( ) No ( )

If no, list specific days and times when you are available: \_\_\_\_\_

**WORK INFORMATION (cont'd.)**

Can you travel if the job requires it? Yes ( ) No ( )

Are you currently on layoff status and subject to recall? Yes ( ) No ( )

If yes, please explain: \_\_\_\_\_

Discrimination on the basis of a disability, where with or without reasonable accommodation, such disability will not significantly increase occupational hazards to the applicant, to co-workers or others, to the general public, or to the work facilities, and will not prevent the applicant from safely and substantially performing the essential functions of the job, is prohibited by state and federal law.

Have you been provided an opportunity to review the job description for the position you are applying for? Yes ( ) No ( )

If yes, can you perform the essential functions of the position for which you are applying, with or without reasonable accommodations? Yes ( ) No ( )

If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY (Instructions)**

Beginning with your present or most recent employer, list all employers for whom you have worked for the last 10 years. Include any job related military service assignments but do not include type of discharge. Please enter all information even when submitting a resume.

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1.

Name & Address of Employer	Supervisor's Name & Title	Employment Dates	Pay History
_____	_____	_____	\$_____ per ____
_____		From: Month/Year	Starting rate
_____		_____	\$_____ per ____
		To: Month/Year	Final rate

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of Job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes ( ) No ( )

2.

Name & Address of Employer	Supervisor's Name & Title	Employment Dates	Pay History
_____	_____	_____	\$_____ per ____
_____		From: Month/Year	Starting rate
_____		_____	\$_____ per ____
		To: Month/Year	Final rate

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of Job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes ( ) No ( )

3.

Name & Address of Employer	Supervisor's Name & Title	Employment Dates	Pay History
_____	_____	_____	\$_____ per ____
_____		From: Month/Year	Starting rate
_____		_____	\$_____ per ____
		To: Month/Year	Final rate

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of Job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes ( ) No ( )

4.

Name & Address of Employer	Supervisor's Name & Title	Employment Dates	Pay History
_____	_____	_____	\$_____ per _____
_____		From: Month/Year	Starting rate
_____		_____	\$_____ per _____
		To: Month/Year	Final rate

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of Job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact for a reference? Yes ( ) No ( )

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Please answer the following questions for all current and past employers. Do not include information relating to military service. Within the last 10 years:

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for poor job performance? Yes ( ) No ( ) If yes, please explain: \_\_\_\_\_

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for theft or a related offense? Yes ( ) No ( ) If yes, please explain: \_\_\_\_\_

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for fighting, assaulting or related behavior? Yes ( ) No ( ) If yes, please explain: \_\_\_\_\_

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for insubordination? Yes ( ) No ( ) If yes, please explain: \_\_\_\_\_

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for violating safety rules? Yes ( ) No ( ) If yes, please explain: \_\_\_\_\_

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for absenteeism, tardiness, failure to notify your company of your absence or any other attendance related reason?

Yes ( ) No ( ) If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been disciplined or discharged (or resigned in lieu of discharge) for being under the influence of alcohol or drugs, or for possession, sale, use or abuse of alcohol or drugs, or for violating your company's substance abuse policy? Yes ( ) No ( ) If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

Name of School & Location	No. of Yrs.	Did you graduate?	Degree, Major, Minor, Course Of Study
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High School:

_____	_____	Yes ( ) No ( )	_____
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Undergrad College:

_____	_____	Yes ( ) No ( )	_____
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Graduate College:

_____	_____	Yes ( ) No ( )	_____
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Other:

_____	_____	Yes ( ) No ( )	_____
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Please list any scholastic honors, awards, subjects of special study, research, publications and/or thesis:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Skills**

Do you have any computer skills? Yes ( ) No ( )

If yes, please describe the type of hardware and software you are proficient in: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate any foreign language(s) you can speak, read and/or write: \_\_\_\_\_

\_\_\_\_\_

Please describe any specialized training, apprenticeships and/or skills that you possess that you believe are relevant to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

Do you have any other experiences, skills, or abilities that you feel specially qualify you for work with the village? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### CERTIFICATIONS OR LICENSES

Please list any certifications or licenses that you possess, including the state in which they are valid: \_\_\_\_\_

\_\_\_\_\_

#### PROFESSIONAL ASSOCIATIONS

Please list any professional, trade, business or civic activities and offices held. You may exclude membership or activities which would reveal race, color, religion, creed, sex, gender, national origin, age, ancestry, disability and/or handicap, or any other legally protected status.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### MILITARY SERVICE RECORD

Have you ever been in the U.S. Armed Forces? Or Reserves? Yes ( ) No ( )

Are you presently in the Active Reserves? Yes ( ) No ( )

If yes to one or both of the above, please complete the following:

Branch \_\_\_\_\_ Yrs. of duty \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Duties: \_\_\_\_\_

Training received that may be relevant to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### ADDITIONAL INFORMATION

Please provide any additional information you feel may be helpful to the Village in considering your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REFERENCES

Please provide three (3) references (excluding relatives)

1.

Name	Address
_____	_____
Phone	How they know you _____
_____	_____

2.

Name	Address
_____	_____
Phone	How they know you _____
_____	_____

3.

Name	Address
_____	_____
Phone	How they know you _____
_____	_____

APPLICANT’S PRE-EMPLOYMENT STATEMENT, AUTHORIZATION AND RELEASE

Please read the following statements carefully and sign below.

In consideration of acceptance of my application for employment by the Village of Hunting Valley, I understand, accept and/or agree and/or certify to the following:

1. I certify that all the information I have provided on this application is true, accurate, and complete to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of any information on my application (including any supplemental questionnaire), resume, or any other materials, or during my interview, will be justification for withdrawing any offer of employment or, if employed, termination from employment, regardless when falsification, misrepresentation or omission is discovered by the Village.
2. Any offer of employment I may receive from the Village is contingent upon satisfactory results from the Village’s total pre-employment screening process. These results may include, but not be limited to, the following:
  - a. Receipt by the Village of references that it considers satisfactory.
  - b. Satisfactory completion of a post-offer pre-employment medical examination that is job related and consistent with business necessity.
  - c. Passing a screening for alcohol and/or drugs.
  - d. Satisfactory completion of any pre-employment psychology examination/screening that the Village may require that is job related and consistent with business necessity
  - e. Satisfactory completion of any physical/mental skills testing or evaluation that the Village may require that is job related and consistent with business necessity.



- f. Satisfactory completion of criminal history and background investigations.

I hereby consent to having the results of any such post offer pre-employment medical and psychological examinations, alcohol and/or drug screening, physical/mental skills testing, and criminal history and background investigations disclosed by the Village.

- 3. a. I authorize the Village and its agents to conduct a criminal history investigation with any and all federal, state and local jurisdictions. This investigation may seek information on any felony and misdemeanor convictions I may have and my driving record.

b. I understand and agree that the applicants for the positions in the Police Department and, at the Village's discretion, applicants for any other position in the Village, will be subject to a more extensive background investigation. This investigation may include, but not limited to, information as to my moral character and habits, general reputation, personal characteristics and mode of living. This investigation may be conducted by the Village's Police Department or other agents of the Village and may include interviews with my friends, neighbors and associates. I hereby release the Village and its agents, including employees of the Police Department, my friends, neighbors, and associates, and all other parties from any and all liability for damages arising from the conduct of this investigations and the release of information as a result thereof.

- 4. I hereby grant the Village and its agent's permission to contact my present and former employers and those individuals I have provided as personal references (unless otherwise specified on this application). I authorize and request that such employers and references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. Further, I authorize the Village and its agents to obtain transcripts from all educational institutions I have attended. I also grant the Village and its agent's permission to conduct whatever investigation which may be needed to obtain or verify information regarding statements contained in my application, resume, or any other materials, or interviews, or concerning my qualifications for employment. I hereby release the Village and its agents, my present and former employers, my personal references from any and all liability arising from furnishing the requested information.

- 5. This application is subject to the Charter of the Village of Hunting Valley, as applicable.

- 6. **For positions other than those requiring a Peace Officer's certification: I understand that employment with the Village is an employment-at-will, where is employed by the Village, I may sever my employment at any time and for no reason and the Village may terminate my services on the same basis, with or without notice. I understand that the employment-at-will status of employees of the Village can only be modified by a lawfully authorized written agreement between the Village and the prospective employee.**

- 7. This application shall be maintained on file for the period of one year

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

Disclosure of Procurement of Consumer Report or an  
Investigative Consumer Report,  
Right to Request Nature and Scope of investigation  
And Authorization for Procurement of Report

PLEASE READ CAREFULLY!

For the purpose of evaluating my Application for Employment, the Village of Hunting Valley may procure from a consumer reporting agency a consumer report or an investigative consumer report including, but not necessarily limited to, information as to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living. This information may be obtained by means including personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

I understand that if any of this information is obtained through personal interviews as specified above, I have the right to request the following:

1. The nature and scope of the investigation requested.
2. A copy of a written summary of my rights prepared pursuant to 15 U.S.C. & 1681g©

Any such request must be made in writing to the Village within a reasonable period of time after receipt of this disclosure. Upon receipt of this request, the Village will inform me whether an Investigative consumer report was procured and, if so, I will be given a complete and accurate disclosure of the nature and scope of the investigation requested. Before the Village takes any adverse action on my employment application based in whole or in part on information contained in a consumer report or an investigative consumer report, the Village will provide me with a copy of the report and a written summary of my rights prepared pursuant to 15 U.S.C. & 1681g ©.

I hereby authorize the Village to procure from a consumer reporting agency a consumer report or an investigative consumer report as described above.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Applicant to be given a copy of this form