



Charles County Government Application For Employment

Department of Human Resources • P.O. Box 2150, La Plata, Maryland 20646
301-645-0585 • 301-870-2681 • MD Relay: 711 • Relay TDD: 1-800-735-2258
Job Hotline 301-645-0600 • www.charlescounty.org

Pre-Employment Questionnaire

Equal Opportunity Employer • Say No To Drugs

Personal Information

Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Primary Phone No. _____ Secondary Phone No _____

Cell Phone No _____ E-mail Address _____

How can we contact you during the day? _____ **Are you 18 or older?** Yes No

Position _____ Salary Desired _____ Date you can start _____

(Submit a separate application for each position.)

1. Are you employed now? Yes No

If yes, may we contact your present employer if we notify you first? _____

2. Have you ever applied to Charles County Government before? Yes No

If so, when _____

3. Have you ever worked for Charles County Government before? Yes No

If yes, when and what position? _____

4. Are you related by blood or marriage to any Charles County Government employee or any member of the Board of County Commissioners? (Immediate family is defined as: spouse, domestic partner, co-parent, child, stepchild, parent, step-parent, sibling, grandchild, grandparent, great-grandchild, great-grandparent, parent-in-law, sibling-in-law, aunt, uncle, niece, nephew, or first cousin.) If yes, please list the employee's name, department, and relation to you.

5. After employment, can you provide verification of your legal authorization to work in the United States? Yes No

6. Have you ever been convicted of an offense in an adult court? Yes No

If yes, please explain. Convictions do not automatically disqualify you from employment.

7. Have you ever been dismissed or asked to resign, or resigned in lieu of being dismissed from a job? Yes No

If yes, please explain. _____

Education	Name & Location of School	No. of years attended	Did you graduate?	Subjects Studied/ Degree Received
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade/Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

General

Continuing Education or Additional Training

Please list any training you have had that is relevant to the position you are applying for, including typing or computer training, or possession of a Commercial Driver’s License. Include any seminars or workshops you have attended, and give the month and year you attended.

Other Skills or Abilities

Describe any special skills or abilities that would enhance your ability to perform the position you are applying for. Please include computer and typing skills and any equipment, tools, or office equipment you can use, and any professional licenses or certificates you presently hold. Also include any sign language or foreign language skills you possess, and your degree of fluency.

References

Give the names of three persons not related to you, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted

Employment History

Complete information about your past employment including at least **ten (10) years of work history**, starting with your **current or most recent** employer. Please provide as much detail as possible. You may include a resume to supplement this application, but not to replace completion of the application. Incomplete information, or writing "See Resume," may disqualify you from further consideration. You may attach additional sheets if necessary.

If you have less than 10 years of work or volunteer experience, check this box and complete as much information as possible below.

Present/Most Recent Employer:		Job Title:	
Address & Phone Number:		Dates of Employment: (mm/yyyy)	From _____ To _____
Name, Title, & Phone Number of Supervisor:		Salary:	
Number of Employees You Supervised:		Reason For Leaving:	
Brief Description of Duties: (Do not write "See resume")			

Former Employer:		Job Title:	
Address & Phone Number:		Dates of Employment: (mm/yyyy)	From _____ To _____
Name, Title, & Phone Number of Supervisor:		Salary:	
Number of Employees You Supervised:		Reason for Leaving:	
Brief Description of Duties: (Do not write "See resume")			

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Number of Employees You Supervised:		Reason For Leaving:	
Brief Description of Duties: (Do not write "See resume")			

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Address & Phone Number:		Dates of Employment: (mm/yyyy)	From _____ To _____
Name, Title, & Phone Number of Supervisor:		Salary:	
Number of Employees You Supervised:		Reason for Leaving:	
Brief Description of Duties: (Do not write "See resume")			

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This survey is optional.

Name _____ Date _____
(Optional)

Charles County Government is an Equal Opportunity Employer and accordingly monitors and reviews its hiring practices and policies with respect to non-discrimination in recruitment and selection. You are not required to complete this form to be considered for employment. The information requested below on this form is optional and confidential and will not be considered in the selection process of the job position you are applying for. It will be detached from the application upon submission to the Department of Human Resources. The information detailed below will be used to conform with Equal Employment Opportunity Commission guidelines concerning application statistics.

Please check the appropriate classification:

SEX Male Female I prefer not to answer

RACE

- Caucasian: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.
- Asian American: A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native: A person having origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment.
- Hawaiian/Pacific Islander: A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races
- Other _____
- I prefer not to answer

Position applying for: _____

How did you find out about this position?

- | | |
|---|---|
| <input type="checkbox"/> Job Hotline | <input type="checkbox"/> Washington Post |
| <input type="checkbox"/> Internal Posting | <input type="checkbox"/> washingtonpost.com |
| <input type="checkbox"/> Library | <input type="checkbox"/> Baltimore Sun |
| <input type="checkbox"/> County Web Site | <input type="checkbox"/> Other Newspaper Ad |
| <input type="checkbox"/> Employment Services | <input type="checkbox"/> County Employee |
| <input type="checkbox"/> Maryland Independent | <input type="checkbox"/> Friend |
| | <input type="checkbox"/> Other (specify): _____ |