



Charles County Government Application For Part Time 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 for the last ten (10) years of work history, starting with your current or most recent employer. Please provide as much detail as possible.

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")			



Notice to Applicants

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false or incomplete answers may be grounds for not employing me, or for terminating my employment if I am hired.

Please read carefully: In submitting this application for employment, I authorize investigation of all statements contained therein. I hereby authorize Charles County Government to make any contacts necessary to my employment, such as previous employers, criminal or credit bureau records. I authorize any person or organization whose name I have given as a character reference or by whom I have been previously employed and any educational institution which I have stated I attended to furnish the County any information they may have concerning me. I hereby release the County, all such persons, organizations, and institutions from any claims for damages or otherwise by reason of furnishing such information and records. It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application or for separation from County employment.

I understand that this application is the property of the Charles County Government and will become part of my permanent file if I am accepted for employment. Driving record checks are used to confirm the identity of applicants. Driving violations will only be considered for applicants or employees who may be required to operate a County or personal vehicle on County business. Specific requirements will depend on the nature of the position and the insurance company's requirements.

I understand that official offers of full-time employment are only made in writing by the Director of Human Resources. Part-time employment may be offered by the hiring department. Any prior conversations regarding salary, date availability to work, and related matters are considered preliminary and do not constitute an offer of employment nor should they be taken as a promise or assurance that such an offer will be forthcoming in the future. Therefore, no change in my current status should be made in reliance on any statement, conversation, or representation other than in a written offer of full-time employment from the Director of Human Resources.

I understand I may be subject to a background check, including a check of my criminal history, educational background, and driving record.

Photocopies of this authorization, and of my signature hereon, shall be deemed to provide the same release as my original signature.

Date Signed

Signature of Applicant

Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to take a polygraph, lie detector or similar test or examination. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

Charles County Government does not discriminate on the basis of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, or marital status in employment or the provision of services. If you require a reasonable accommodation when applying or interviewing for a County position, please call 301-645-0687 or the Maryland Relay at 711 or Relay TDD at 1-800-735-2258.

I hereby acknowledge that I have read the above statements.

Date Signed

Signature of Applicant