



P.O. Box 1978 | Salisbury, MD 21802
 Human Resources | Fax: 443-210-2324

APPLICATION FOR EMPLOYMENT

DATE _____

PLEASE COMPLETE ALL QUESTIONS

Name: Last			First			Middle			Social Security Number								
Address: Number			Street			City			State			Zip Code			Home Phone:		
												Cell Phone:					
Notify in case of emergency: Name				Address				Relationship				Phone					
How referred to CHC						Have you worked for CHC before?											
						<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?											
Position(s) applying for:						Type of employment:											
						<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time											
Date available:				Salary expected:				Hours preferred:									

PLEASE LIST ALL PREVIOUS EMPLOYMENT – LIST YOUR LAST EMPLOYER FIRST – ACCOUNT FOR ALL PERIODS OF UNEMPLOYMENT

EMPLOYER	TITLE & DUTIES	DATES EMPLOYED	SALARY
Name: Address: Phone: Supervisor's name/title:		From: / /	Start:
		To: / /	Final:
		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Reason for leaving:	
Name: Address: Phone: Supervisor's name/title		From: / /	Start:
		To: / /	Final:
		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Reason for leaving:	
Name: Address: Phone: Supervisor's name/title		From: / /	Start:
		To: / /	Final:
		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Reason for leaving:	
Name: Address: Phone: Supervisor's name/title		From: / /	Start:
		To: / /	Final:
		May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Reason for leaving:	

Professional Reference - Name _____ Email _____ Phn _____

NAME & ADDRESS OF SCHOOL	DATES ATTENDED	HIGHEST GRADE COMPLETED	MAJOR	DIPLOMA or DEGREE
Grade School or High School (Please include City/State)				
College (Please include City/State)				
Graduate (Please include City/State)				
Vocational or Other Training				
Other skills or qualifications (Office machines, professional registration, certification or licensure)				
U.S. military Service	Date of Entrance		Date of discharge	
Describe your duties in the military				
Are you under 18 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If not a U.S. Citizen, give Visa class, number and expiration date:				
Do you have any physical limitations that limit or prevent you from performing certain kinds of work? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list and describe specific work limitations:				
Have you ever been convicted for any reason other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain and give dates: A conviction will not necessarily prohibit employment but will be considered in relation to specific job requirements.				
Are you related to any CHC employee(s) by blood or marriage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give their name(s):				

Please read the following:

- Under the Maryland law, an employer may not require or demand any applicant for employment or prospective employment or employee to submit to or take a polygraph, lie detector test 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.
- I certify that to the best of my knowledge, this information is true and I understand that any misrepresentation or willful omission of facts may be cause for immediate dismissal.
- I understand that this application will remain active for six months. I must renew this application after six months to be considered for any vacant positions.
- I consent to verification of my employment history and give permission to contact references listed.

SIGNATURE: _____ **Date:** _____

REMARKS – PERSONNEL OFFICE USE ONLY