



**MILITARY SERVICE RECORD**

HAVE YOU EVER SERVED IN THE US ARMED FORCES <input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH OF SERVICE _____
DISCHARGE DATE _____	RANK _____

**FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT)**

NAME OF PRESENT EMPLOYER _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ JOB TITLE _____ DATES OF EMPLOYMENT _____ TO _____ MAY WE CONTACT THIS EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO NAME OF SUPERVISOR _____ TITLE _____ DESCRIPTION OF WORK _____ _____ REASON FOR LEAVING _____
---

NAME OF PRESENT EMPLOYER _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ JOB TITLE _____ DATES OF EMPLOYMENT _____ TO _____ MAY WE CONTACT THIS EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO NAME OF SUPERVISOR _____ TITLE _____ DESCRIPTION OF WORK _____ _____ REASON FOR LEAVING _____
---

NAME OF PRESENT EMPLOYER _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ JOB TITLE _____ DATES OF EMPLOYMENT _____ TO _____ MAY WE CONTACT THIS EMPLOYER <input type="checkbox"/> YES <input type="checkbox"/> NO NAME OF SUPERVISOR _____ TITLE _____ DESCRIPTION OF WORK _____ _____ REASON FOR LEAVING _____
---

**REFERENCES (LIST PROFESSIONAL REFERENCES WHOM WE MAY CONTACT)**

NAME	ADDRESS	BUSINESS	PHONE

**CANDIDATE QUESTIONNAIRE**

Are you legally eligible for employment in the United States?  YES  NO

Are you related by blood or marriage to any person employed by the Town of Elkton?  YES  NO  
If so, name \_\_\_\_\_ Department \_\_\_\_\_

During the last ten years, have you ever been convicted of a felony, or misdemeanor, or pled "Nolo Contendere" to any criminal charges?  YES  NO If so, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or asked to resign from a job?  YES  NO  
If so, please explain \_\_\_\_\_  
\_\_\_\_\_

Are you willing to take a drug test?  YES  NO

I agree that a criminal and controlled substance use record check can be performed by the Town of Elkton.  YES  NO

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I authorize the Town of Elkton to secure financial and credit information through a consumer reporting agency and I understand that, upon my written request made within a reasonable time, the consumer reporting agency will provide me with additional information concerning the nature and scope of any credit report investigation. I also agree to participate in computerized interviewing, assessment testing, and any other similar Town requirements which are conditions of my employment.

I understand that any false or misleading answer in this Employment Application or other pre-employment inquiry is grounds for rejection of my Application or immediate termination if I have been employed.

If employed, I will comply with all Town policies and rules found in any Town policy manual, employment handbook or other communication from the Town. I understand the Town may change its policies and rules in the future without giving notice to me.

I understand that the Town may require drug and alcohol testing as a condition of employment, or if I am involved in a work related injury, subject to applicable federal and state laws, and I consent to any such testing.

I agree not to use or disclose outside my employment with the Town any confidential information, wages, trade secrets, or proprietary information, whatever its form, obtained in connection with my employment with the Town.

I understand that employment with the Town will be TERMINABLE AT WILL. That no employment contract will be valid unless made in writing and signed by the Town's Mayor, or Town Manager, and that my employment may be ended at any time, for any reason, by me or the Town. If employed, I further understand that my first ninety (90) days are a probationary period (which may be extended in the Town's discretion) to determine whether my continued employment is appropriate.

I have read and understand the above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**The Town of Elkton is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.**

***This application for employment is good for 30 days only. Consideration for employment after 30 days requires a new application.***