

# ABC RENTAL CENTER

An Equal Opportunity Employer

## EMPLOYMENT APPLICATION

In conformity with applicable laws, ABC RENTAL CENTER is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, disability, ancestry or other classification protected by applicable law.

1. NAME: \_\_\_\_\_  
Last First Middle

2. ADDRESS: \_\_\_\_\_  
Number/Street City State Zip Code

3. SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

4. TELEPHONE NUMBER WITH AREA CODE:

Day: (\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_) \_\_\_\_\_

5. POSITION APPLIED FOR: \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodation? (See attached job description) Yes \_\_\_\_\_ No \_\_\_\_\_

6. SALARY DESIRED: \$ \_\_\_\_\_ Date Available: \_\_\_\_\_

7. Have you previously applied for a job with or worked with or worked for ABC Rental Center?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list date(s), and position(s): \_\_\_\_\_

If previously employed with ABC Rental Center, why did you leave?

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

8. EDUCATION: (Only Job-related Education Will be Considered)

	<i>Name and Address of School</i>	<i>Did You Graduate?</i>	<i>Degree/Diploma Received</i>
Elementary	_____	_____	_____
	_____		
High School	_____	_____	_____
	_____		
College	_____	_____	_____
	_____		
Additional College	_____	_____	_____
	_____		
Trade/ Business	_____	_____	_____
	_____		
Other	_____	_____	_____

9. Describe any special experiences, qualifications, skills, special licenses or certifications you have that you believe would help you do the job applied for (List Licensing Authority, License Number, and Date of License for each):

-- Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

-- If yes, what state and number? State \_\_\_\_\_ Number \_\_\_\_\_

10. List any experience you have in operating computers and other construction tools and equipment that you believe would be useful in the job applied for:

11. PRIOR EMPLOYMENT: (Give the following information for all present and previous employers, beginning with the most recent, including Military Service.)

<i>Employer Name, Address and Phone Number</i>	<i>Dates of Employment</i>	<i>Salary</i>	<i>Job Title/ Duties (Generally)</i>	<i>Reason for Leaving</i>	<i>Supervisor</i>
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12. Have you had disciplinary problems with any previous employer (warning, suspension, discharge, etc.)? Yes \_\_\_\_ No \_\_\_\_ . If yes, please name the employer and describe the circumstances:

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13. Please list individual references from people who are familiar with your work, skills, ability and character:

<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>How long known</i>	<i>What capacity</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

14. Have you ever been convicted of a crime?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe when conviction occurred; the facts and circumstances, and any facts pertaining to rehabilitation. (Do not list any criminal charges for which the records have been expunged. A criminal offense will not necessarily bar employment.)

\_\_\_\_\_

\_\_\_\_\_

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR 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 \$100.000.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## REFERENCE RELEASE FORM

I authorize ABC Rental Center to investigate all references, to secure additional information about me and to seek from any former or current employer or any organization, person or school relevant information and opinions that may be useful to the Company in making a hiring decision. All persons, organizations or schools contacted by ABC Rental Center are released from any legal liability in making such statements.

I release, promise to hold harmless and covenant not to sue ABC Rental Center on the basis of its attempts to obtain information, or any previous or present employer or health care provider on the basis of the disclosure of this information to ABC Rental Center.

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Name of Applicant

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Social Security Number

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Signature of Applicant

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Date

## **INFORMATION FOR APPLICANT**

**(Read Carefully Before Signing)**

**This application is valid for only thirty (30) days. If you have not been employed within thirty (30) days of your application, you must re-apply for a position.**

**By my signature below, I agree to the following:**

1. I consent to take any physical examinations, including tests for alcohol or drugs, that may be requested by ABC Rental Center, either (1) after an offer of employment, but before beginning work, or (2) while working for the Company, as permitted by law. I authorize any health care professional who performs such an examination to release such information to ABC Rental Center.
2. All of the information on the application is true and no misrepresentations have been made either on the form or otherwise and no material information has been withheld. If any answers are found to be false or misleading, the application will be rejected or the state will be grounds for immediate termination.
3. I understand that any employment I might be offered by ABC Rental Center is at-will, and that either I or ABC Rental Center can terminate that employment at any time, with or without notice, for any or no reason, and that no agreement to the contrary is recognized by ABC Rental Center unless made in writing and signed by the owner of the Company. I understand that the satisfactory completion of my probationary period will not change my status as an at-will employee.
4. The policies and practices may be changed or eliminated at ABC Rental Center's sole discretion at any time, for any reason, without prior notice. The interpretation of all policies remains with ABC Rental Center.
5. As stated in ABC Rental Center reference release form, I authorize ABC Rental Center to obtain from schools, former employers, or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications for the job for which I have applied.

I have read the Employment Application and I understand its contents.

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Date

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Signature of Applicant