



An Equal Opportunity Employer

8615 East Village Ave.
Montgomery Village, MD 20886
(240) 912-2220 • FAX (301) 926-9384

Web: www.csaac.org • e-mail: careers@csaac.org

Application for Employment

Prospective employees will receive consideration without discrimination because of race, color, sex, age, national origin, handicap, religion, marital status, sexual preference, or any other protected classification.

Please Print Legibly

Date of Application: _____ Position(s) Applied for: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone: () _____ e-mail _____ Are you 18 years old? () Yes () No

Referred by: _____ In case of emergency, please contact: _____ ()
Name Phone

Do you have any friends or relatives working for CSAAC? _____
Please List Their Names

Have you filed an application here before? () Yes () No If Yes, give date: _____

Have you been employed here before? () Yes () No If Yes, give date: _____

What position did you hold? _____

Do you have a valid driver's license? () Yes () No Do you have any violation on your driving record? () Yes () No

If Yes, please explain _____

Are you employed now? () Yes () No May we contact your present or most current employer? () Yes () No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? () Yes () No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____ Can you travel if a job requires it? () Yes () No

Are you able to work: () Full Time () Part Time () Shift Work () Temporary

CSAAC offers week day and weekend training. Which would you be able to attend? () Day () Weekend () Any

Have you been convicted of a crime, or are you currently involved in a criminal litigation? () Yes () No

If Yes, Please explain: _____

(A full criminal background check is run on every applicant)

Are you a Veteran of the U.S. Military service? () Yes () No If yes, what branch? _____

List professional References

(Trade, business or civic activities and offices held).

(You may exclude memberships which would reveal sex, race, religion, national origin, age, or handicap.)

| | | |
|-------|---------------------|----------|
| Name: | Telephone or email: | Address: |
| | | |
| Name: | Telephone or email: | Address: |
| | | |
| Name: | Telephone or email: | Address: |
| | | |
| Name: | Telephone or email: | Address: |
| | | |

Employment Experience

(Start with your present or last job. Include military service assignments and volunteer activities.)

1.

| | | | | |
|---------------------|-------------------|----------------|--------|----------------|
| Employer: | Telephone: () | Dates Employed | | Work Performed |
| | | From: | To: | |
| Address: _____ | | Salary | | |
| _____ | | Starting: | Final: | |
| email if available | | | | |
| Supervisor: | | | | |
| Your Job Title: | | | | |
| Reason for Leaving: | | | | |

2.

| | | | | |
|---------------------|-------------------|----------------|--------|----------------|
| Employer: | Telephone: () | Dates Employed | | Work Performed |
| | | From: | To: | |
| Address: _____ | | Salary | | |
| _____ | | Starting: | Final: | |
| email if available | | | | |
| Supervisor: | | | | |
| Your Job Title: | | | | |
| Reason for Leaving: | | | | |

3.

| | | | | |
|---------------------|-------------------|----------------|--------|----------------|
| Employer: | Telephone: () | Dates Employed | | Work Performed |
| | | From: | To: | |
| Address: _____ | | Salary | | |
| _____ | | Starting: | Final: | |
| email if available | | | | |
| Supervisor: | | | | |
| Your Job Title: | | | | |
| Reason for Leaving: | | | | |

4.

| | | | | |
|--------------------------|------------|----------------|--------|----------------|
| Employer: | Telephone: | Dates Employed | | Work Performed |
| | () | From: | To: | |
| Address: _____ | | Salary | | |
| email if available _____ | | Starting: | Final: | |
| Supervisor: | | | | |
| Your Job Title: | | | | |
| Reason for Leaving: | | | | |

If you need additional space, continue on another sheet of paper

Special Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experiences.

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| |

Education:

| | Elementary | High School | College/University | Graduate/ Professional |
|---|------------|-------------|--------------------|---------------------------|
| School Name | | | | |
| Years Completed | 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| Diploma/ Degree | | | | |
| Describe Course of Study | | | | |
| Describe specialized training, apprenticeship, skills and extra- curricular activities. | | | | |
| | | | | |
| | | | | |
| | | | | |

State any additional information you may feel may be helpful to us in considering your application.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employee contract unless a specific document to that effect is executed by the employer and employee in writing.

I understand that if I am hired for a position with CSAAC, I will have my fingerprints taken and I will submit to a drug test. A comprehensive criminal background record check will be conducted. In the event that my record contains any element that CSAAC finds objectionable, I understand that I will be discharged immediately.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Print Name _____

Signature

Date

Applicant, please read and sign.

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 \$100.00

Signature

To All Applicants:

If you are selected for an interview you will receive a telephone call from the Human Resources office within 15 days.

If you are not contacted within 15 days, your application for employment will remain active for one year.