

Delmarva Community Services, Inc. Employment Application

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of race, color, religion, national origin or ancestry, sex (including pregnancy), gender identity, age, disability, marital status, sexual orientation, genetic information because of an individual's refusal to submit to a genetic test or make available the results of a genetic test, veteran status, or any other legally protected status under local, state and federal law.

PERSONAL INFORMATION: (PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

On what date would you be available for work? _____

Work Schedule:

- Full Time
- Part Time

How were you referred: _____

Frist Name:	Middle Initial:	Last Name:
Street Address:		
City:	State:	Zip:
Telephone Number(s) Home: Cell:		
Email Address:		

Position Applying For: _____

Are you legally eligible to work in the United States? Yes No

Are you at least 18 years of age or older? Yes No

Criminal History:

Excluding minor traffic offenses, in any criminal (misdemeanor or felony) investigation or proceeding, have you ever plead guilty or 'no contest' to a crime, or been convicted, or received a verdict of anything other than 'not guilty,' or sentenced to probation before judgment, or adjudged not criminally responsible (including during military service)? Do not include offenses that have been annulled, expunged, shielded, or sealed by a court. (Answering yes will not necessarily disqualify you from employment)

If yes, describe in full, including information related to the factors listed below in Section 4: (Please note that an affirmative answer will not necessarily bar consideration for employment.)

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Conditional offers shall be withdrawn if the results of the background check are deemed to disqualify the applicant for the position (regardless of if conditional employment began). Any withdrawal of a conditional offer will follow the requirements of applicable law, including the Fair Credit Reporting Act.

4. Results of Background Check

Results from a Background Check will be considered in the following manner.

The consideration of criminal history shall include, but not be limited to, the following factors:

- a) number of offenses or misconduct and the circumstances of each;
- b) the pendency of any charges and their relevance to the responsibilities of the position;
- c) length of time between the offense or misconduct and the application for employment;
- d) other employment history;
- e) evidence of applicant's rehabilitation efforts;
- f) severity of the offense or misconduct;
- g) and the relevance of the offense or misconduct to responsibilities of the position.

The consideration of non-criminal history background check information that is collected will be based on the relevance of the information to the position at issue and will be consistent with any applicable legal requirements.

To the extent required by the Fair Credit Reporting Act, applicants will be provided with written notice of adverse information discovered in the Background Check and given an opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding Delmarva Community Services, Inc.'s decision of eligibility for the position.

Please answer: YES NO

If yes, please explain:

EDUCATION HISTORY:

	Name and Address of School	Course of Study	Number of Years Completed/Area of Study	Did you earn a Diploma?
High School				Degree/Cert/Diploma
Undergraduate College				Degree/Cert/Diploma
Graduate Professional				Degree/Cert/Diploma
Other (Specify)				Degree/Cert/Diploma

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MILITARY SERVICE:

We grant hiring preference to veterans who have received an honorable discharge or certificate of satisfactory completion of military service, and to the spouses of deceased veterans or those service-connected disability. Do you meet these criteria? (Written documentation may be required)

Branch of Service: _____

Rank Attained: _____

Technical Specialization: _____

Branch of Service: _____

Rank Attained: _____

Technical Specialization: _____

EMPLOYMENT/WORK EXPERIENCE:

Start with your present job. Include volunteer activities. You may exclude organizations that indicate race, color, religion, national origin, or ancestry, sex, age, disability, veteran status, any other legally protected status under local, state, or federal law.

May we contact this employer? YES NO

Employer:	Job Title:	Supervisor:
Address:	Phone Number: Email:	Dates of Employment From: Dates of Employment To:
Describe Duties/Responsibilities/Accomplishments:		
Reason for Leaving:		

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May we contact this employer? YES NO

Employer:	Job Title:	Supervisor:
Address:	Phone Number: Email:	Dates of Employment From: Dates of Employment To:
Describe Duties/Responsibilities/Accomplishments:		
Reason for Leaving:		

May we contact this employer? YES NO

Employer:	Job Title:	Supervisor:
Address:	Phone Number: Email:	Dates of Employment From: Dates of Employment To:
Describe Duties/Responsibilities/Accomplishments:		
Reason for Leaving:		

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Special Skills:

Please list any professional licenses, designations, certifications, etc. that may relate to the position for which you have applied. Include date granted, name of organization, and any other relevant information.

Please list any special skills, training, or abilities you may have that relate to the position for which you applied.

Additional Questions:

Have you ever been employed with us before?

Please indicate: YES NO

If yes, please indicate dates of employment and why you left:

Have you ever been discharged or asked to resign from a job?

Please indicate: YES NO

If yes, please explain:

Do you have any relatives that work for Delmarva Community Services, Inc.?

Please indicate YES NO

If yes, please indicate who, position held, and what relation that they are to you:

(Answering yes, will not necessarily disqualify you from employment)

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Do you have a valid drivers license in the State you reside in?

Please indicate YES NO

Do you have any points on your driver's license?

Please indicate YES NO

If yes, how many do you have? _____

*If you are applying for a bus driver position you must be at least 21 years of age.

In the past four years, have you had moving violations?

Major violations include but are not limited to, driving while license is suspended, revoked, or invalid, exhibition of speed -speed contest, reckless driving, driving under the influence, vehicle manslaughter, leaving the scene of an accident (hit and run), and speeding in excess of 100 mph.

Please indicate YES NO

If yes, please explain:

(Please note that an affirmative answer will not necessarily bar consideration for employment)

PERSONAL REFERENCES:

REFERENCES

Not Former Employers or Relatives

Name: _____
Relationship: _____
City: _____
State: _____
Phone: _____

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Name: _____
Relationship: _____
City: _____
State: _____
Phone: _____
Name: _____
Relationship: _____
City: _____
State: _____
Phone: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I authorize the investigation of all statements contained in this application and release all liability of any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.

I certify that all facts and information set forth in this application are true and complete to the best of my knowledge. I understand that my falsification, misrepresentation, or omission, of facts on this application (or any required documents will be cause for denial of employment or immediate discipline, up to and including termination of employment, regardless of when or how it was discovered.

I agree, if I am offered and accept a position, to conform to all existing and future rules and regulations and I understand that the Company reserves the right to change policies, titles, job descriptions, wages, hours, and working conditions, as deemed necessary.

I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYEMENT RELATIONSHIP AT ANY TIME FOR ANY REASON OR NO REASON AND THAT ONLY A WRITTEN AGREEMENT BETWEEN THE PRESIDENT/CEO OF THE COMPANY AND ME, SIGNED BY BOTH OF US, CAN ALTER THE AT-WILL EMPLOYMENT RELATIONSHIP.

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I understand that any employment offer is contingent upon my providing, within (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and that I have answered all questions completely and fully.

MARYLAND APPLICANTS ONLY:

LIE DETECTOR STATEMENT

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature

Date