

**ST. MARY'S COUNTY METROPOLITAN COMMISSION**

23121 Camden Way

California, MD 20619

Phone (301) 737-7400 Fax (301) 737-7459

[www.metcom.org](http://www.metcom.org)

e-mail [mchr@metcom.org](mailto:mchr@metcom.org)

**APPLICATION FOR EMPLOYMENT**

**PERSONAL DATA** (Please type or print)

Date \_\_\_\_\_ e-mail address \_\_\_\_\_

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Present Address \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Are you 18 years of age or older? ( ) Yes ( ) No

Can you, after selection for employment, submit verification of your legal right to work in the United States? ( ) yes ( ) no

**TYPE OF WORK DESIRED**

Positions you are applying for: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Would you desire to work ( ) Full-Time ( ) Part-Time

What is the lowest pay you will accept? \_\_\_\_\_

Date available for employment? \_\_\_\_\_

Do you have a valid driver's license? ( ) Yes ( ) No Class: \_\_\_\_\_ Endorsements: \_\_\_\_\_

List all other professional licenses, registrations, and certificates: \_\_\_\_\_

List any special skills you possess that would be appropriate for the job for which you are applying: (i.e., computer skills, extra curricular experience)

**EDUCATION AND TRAINING**

Schools	Name	Location	No. Yrs. Attended	Graduated? Yes/No	Type of Degree (AA, BA, BS, MA, PhD)	Major Subject
High School						
College						
Graduate						
Vocational Training						
Other						

**MILITARY SERVICE**

<b>Branch of Service:</b>	<b>Rank:</b>	<b>Dates of Duty:</b>	<b>Duties (MOS):</b>
---------------------------	--------------	-----------------------	----------------------

**EMPLOYMENT EXPERIENCES** (List all employment in chronological order, with the present employment first) Complete this section even if you are submitting a resume in addition to this application. **INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.** You may attach additional sheets as necessary. Please include any information that may be relevant to the position for which you are applying.

<b>Dates of Employment</b>	<b>Employer: Company Name Address/Telephone No.</b>	<b>Supervisor: Name/Title</b>	<b>Your Job Title, Duties &amp; Responsibilities DO NOT WRITE "SEE RESUME"</b>	<b>Salary</b>	<b>Reason for Leaving</b>
1.					
2.					
3.					
4.					
5.					

**REFERENCES** (List three persons who are not related to you and who have knowledge of your qualifications)

<b>Name/Title</b>	<b>Company Name &amp; Address</b>	<b>Telephone Number</b>
1.		
2.		
3.		



**TO BE COMPLETED BY ALL APPLICANTS**

**PLEASE READ CAREFULLY:**

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

MetCom does not discriminate on the basis of race, marital status, color, religion, sex, age, national origin, physical or mental handicap, political affiliation, or other non-merit factors.

**DRUG & ALCOHOL FREE WORKPLACE POLICY:**

Pre-employment testing for controlled dangerous substances (CDS) shall be required, after tentative selection, as part of the pre-employment physical, for all new hires for safety sensitive positions. Post employment random testing for CDS and alcohol is required for safety sensitive positions, and all Commission employees are subject to reasonable suspicion testing for CDS and alcohol.

**VERIFICATION STATEMENT:**

I verify that the information given by me in this application is true and complete. I understand that if I have given any false information on this application or if I have omitted any material fact, I may be disqualified from employment with the St. Mary's County Metropolitan Commission, or if hired I may be discharged upon discovery of such false statement(s) or omission(s). In consideration of my employment, I agree to abide by the rules and regulations of the St. Mary's County Metropolitan Commission, and I understand that these rules and regulations, and any personnel manual, do not constitute a contract of employment.

I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my option or the option of the St. Mary's County Metropolitan Commission. I further understand that no supervisor or representative of the St. Mary's County Metropolitan Commission has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RELEASE STATEMENT; REFERENCE/COLLECTION OF INFORMATION FROM PAST EMPLOYERS:**

I understand that my employment with the St. Mary's County Metropolitan Commission may be subject to a reference/background check. I hereby authorize the St. Mary's County Metropolitan Commission to investigate the truthfulness of all statements made on this application and/or contact my former employer(s) and other listed reference(s) or any other person(s) who can verify any information submitted to the St. Mary's County Metropolitan Commission in support of my application for employment. I hereby release all such persons, organizations, and institutions from any claims for damages or otherwise by reason of furnishing such information and records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE STATEMENT:**

The St. Mary's County Metropolitan Commission does not discriminate on the basis of disability in employment or provision of services, programs or activities. Information concerning the Americans with Disabilities Act is available from the Human Resources Manager, (301) 373-4733. **Persons needing auxiliary aids and services for communication should contact** the Human Resources Office, or write to St. Mary's County Metropolitan Commission, 43990 Commerce Avenue, Hollywood, MD 20636 at least one (1) week in advance of the date the special accommodation is needed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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.**

**RETURN THIS APPLICATION TO:  
HUMAN RESOURCES OFFICE  
ST. MARY'S COUNTY METROPOLITAN COMMISSION  
23121 Camden Way  
California, Maryland 20619  
Phone (301) 737-7400 Fax (301) 737-7459**