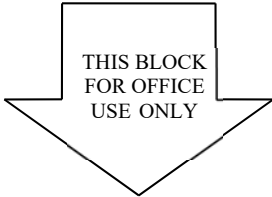


PRINCE GEORGE'S COUNTY GOVERNMENT EMPLOYMENT APPLICATION

Office of Human Resources
1400 McCormick Dr. Rm. 159
Largo, Maryland 20774



Name: _____	Remarks: _____	Supplemental: _____	N.O.T.: _____ Trkg. # _____	N.O.R.: _____
I.R.C.A. I.D. Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		I.R.C.A. Authorization to Work: _____ Authorized <input type="checkbox"/> Not Authorized <input type="checkbox"/>		
SCORE DATE BY				
WRITTEN				
ORAL PERFORMANCE				
TR & EDUC				
PREFERENCE				
AVERAGE				

POSITION APPLIED FOR: _____

ANNOUNCEMENT NUMBER: _____

SOCIAL SECURITY #: _____

NAME: _____
PLEASE PRINT LAST FIRST MIDDLE

ADDRESS _____
STREET

_____ CITY _____ STATE _____ ZIP CODE _____ COUNTY

TELEPHONE: HOME _____ BUSINESS _____
Area Code Area Code

A. Did you graduate from high school, or will you graduate within the next six months? Name and location (City and State) of last high school attended _____

Yes Month/Year _____ No Highest Grade Completed _____

High school course: Academic Business General Vocational

Do you have a high school equivalency diploma? Yes No

If yes, date received _____ Issuing Agency _____

B. College or University Give name & location	Major Field of Study	Dates Attended		Degree & Date	Credits Completed	
		From	To		Sem. Hrs.	Qtr. Hrs.
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Relevant college subjects	Credits Completed		Relevant college subjects	Credits Completed	
	Sem. Hrs.	Qtr. Hrs.		Sem. Hrs.	Qtr. Hrs.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other Training (including military schools) Give name, location & subject _____

Full-time school? Part-time course?

Did you finish course? Yes No

Dates Attended From _____ To _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

ALL APPLICANTS PLEASE FILL IN THE FOLLOWING INFORMATION

Are you a current Prince George's County Merit System Employee?
 Yes No

If you have worked for Prince George's County previously, please enter date of separation _____

SKILLS-AVAILABILITY

- 1. I am interested in:
 Permanent Temporary
 Full-Time Full-Time
 Part-Time Part-Time

2. Birth Date _____ Height _____ Weight _____
(Complete Only for Correctional Officer, Deputy Sheriff and Police Officer)

3. Special qualifications and skills (licenses: skills with machines; patent or inventions; typing or shorthand speed; memberships in professional or scientific societies, etc.) _____

4. What is the lowest entrance salary you will accept? _____

5. If you have a valid driver's license, complete the following:
License No. _____
Issued by (state) _____

6. Will you accept employment anywhere in Prince George's County? Yes No

If not, in what areas will you accept employment?
1. _____
2. _____
3. _____

7. In case of emergency please notify:

_____ Name _____ Phone

REFERENCES

8. Do you have any objection to our contacting your present employer? Yes No

If yes, please state the reason _____
REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Work Experience.

Table with 3 columns: FULL NAME, PRESENT BUSINESS OR HOME ADDRESS, BUSINESS OR OCCUPATION. Includes a header row and three blank rows for data entry.

PREFERENCES

In order to be eligible for veteran's preference, applicants must have been a resident of the State of Maryland for at least the five (5) years preceding the date of application. Applicants must subject, with the application, a form DD214 and a signed statement listing all places of residence for the past five (5) years. In addition, applicants seeking preference as a Disabled Veteran must submit, with application, a certificate issued by the Veteran's Administration showing disability compensation during the past six (6) months. An unmarried widow of a veteran must present proof of marriage, to, and death of, the veteran.

Check here if you are applying for Veteran's Preference (Forms must be attached).

Some persons may be eligible for preference in employment among eligible applicants under the category of "displaced homemaker". Generally, in order to qualify, you must meet the following criteria:

- 1. Be a resident of Maryland for at least five years and currently a resident of Prince George's County.
2. Be 35 years of age or older.
3. Be substantially unemployed for the last five years because of family obligations, and
4. Have recently lost your primary source of income due to separation, divorce, death, or disability of a family member; or lost eligibility in the Aid for Families with Dependent Children Program.

Check here if you meet all of the above criteria for Displaced Homemaker Preference. If appointed, appropriate proof will be required.

WORK EXPERIENCE

LIST JOBS STARTING WITH PRESENT AND WORK BACK TO BEGINNING OF EMPLOYMENT

Include your military or merchant marine service in separate blocks in its proper order and describe major duty assignments. Experience acquired more than 15 years ago may be summarized in one block if it is not applicable to the type of position applied for. Account for periods of unemployment in separate blocks. In examinations in which experience is a factor, credit will be granted for any civic, welfare, military, religious, and organizational activity which you have performed either with or without compensation. You may report such experience at the end of your employment history if you feel that it represents qualifying experience for the position(s) for which you are applying. Show actual time spent in each activity. Estimate number of hours worked per week in the space provided if you were on part-time work.

A RESUME MAY BE INCLUDED GIVING A MORE DETAILED DESCRIPTION OF WORK PERFORMED OR A LISTING OF ADDITIONAL JOBS. IF YOU SUBMIT A RESUME TO SUPPLEMENT YOUR WORK HISTORY, YOU MUST STILL ANSWER THE QUESTIONS ON THIS FORM ABOUT DATES, SALARIES, TITLES AND REASON FOR LEAVING.

PRESENT OR MOST RECENT POSITION:	Dates of Employment Month/Year	Last Salary	Avg. Hrs. Per Week
Employer Name _____	From _____ To _____	\$ _____ per <input type="checkbox"/> Year <input type="checkbox"/> Month	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Address _____			
Supervisor's name and title _____		Telephone _____	
Your title _____	Describe your work: _____		

Reason for Desiring to Leave: _____

Number and types of positions you supervise(d): _____

PRESENT OR MOST RECENT POSITION:	Dates of Employment Month/Year	Last Salary	Avg. Hrs. Per Week
Employer Name _____	From _____ To _____	\$ _____ per <input type="checkbox"/> Year <input type="checkbox"/> Month	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Address _____			
Supervisor's name and title _____		Telephone _____	
Your title _____	Describe your work: _____		

Reason for Desiring to Leave: _____

Number and types of positions you supervise(d): _____

PRESENT OR MOST RECENT POSITION:	Dates of Employment Month/Year	Last Salary	Avg. Hrs. Per Week
Employer Name _____	From _____ To _____	\$ _____ per <input type="checkbox"/> Year <input type="checkbox"/> Month	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Address _____			
Supervisor's name and title _____		Telephone _____	
Your title _____	Describe your work: _____		

Reason for Desiring to Leave: _____

Number and types of positions you supervise(d): _____

USE THIS SPACE FOR ADDITIONAL OR EXPLANATORY INFORMATION
not listed elsewhere on this application. Refer to appropriate item number.



ITEM
NO.: _____

NOTE: UNDER THE IMMIGRATION CONTROL ACT OF 1986, AN EMPLOYER IS REQUIRED TO HIRE ONLY U.S. CITIZENS AND
LAWFULLY AUTHORIZED ALIEN WORKERS. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE
REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES.

9. Within the last five years, have you been fired for any reason? Yes No
10. Within the last five years, have you quit a job after being notified that you would be fired? Yes No
If "Yes", give details in space provided above.

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of the any enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

"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."

I hereby acknowledge that I have read and I understand the polygraph notice written above. I also hereby affirm that this application contains no willful misrepresentations or falsifications and that the information contained herein is true and accurate to the best of my knowledge. I understand that should investigation at any time disclose any misrepresentation or falsification of information contained in this document, my application will be disapproved and my name removed from any further consideration for employment. I also understand that should I be offered employment and accept a position with Prince George's County and it is subsequently discovered that the information provided herein is false, I may be terminated from employment pursuant to Section 16-193 of the Personnel Law of Prince George's County.

Date Signed: _____

Signature: _____

PRINCE GEORGE'S COUNTY GOVERNMENT TRACKING FORM

Please type or print.

Announcement Number

Social Security Number

--	--	--

Office Use Only

Code	Date		
------	------	--	--

Name: _____
Last
First
Middle

Street: _____

City: _____ State _____ Zip _____

Home Telephone

--	--	--

Work Telephone

--	--	--

PLEASE NOTE: The following information is used for statistical and record keeping purposes only. This information is voluntary/confidential and will not subject applicant to adverse treatment.

Sex (check one)

- M Male
 F Female

Race (check one)

- W White (Caucasian)
 M Native American
 S Hispanic (including persons of Mexican, Puerto Rican, Cuban or other Spanish origin)
- B African American
 O Asian or Pacific Islanders

Date of Birth

--	--	--

Residence (check one)

- | | | |
|---|---|---|
| A <input type="checkbox"/> Prince George's County | E <input type="checkbox"/> Howard County | I <input type="checkbox"/> Arlington County |
| B <input type="checkbox"/> Charles County | F <input type="checkbox"/> Montgomery County | J <input type="checkbox"/> Fairfax County |
| C <input type="checkbox"/> Calvert County | G <input type="checkbox"/> St. Mary's County | K <input type="checkbox"/> Fairfax City |
| D <input type="checkbox"/> Anne Arundel County | H <input type="checkbox"/> District of Columbia | L <input type="checkbox"/> Alexandria |
| M <input type="checkbox"/> Other (specify) _____ | | |

THE PRINCE GEORGE'S COUNTY GOVERNMENT

This acknowledges receipt of your application for the position of

with the Prince George's County Government.

THANK YOU

Name _____

Street _____

City _____

State _____

Zip _____