



## EMPLOYMENT APPLICATION

**PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE**

### APPLICATION FOR EMPLOYMENT

**PLEASE COMPLETE ALL PAGES**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

Are you authorized to work in the US?  Yes  No Are you under 18 years of age?  Yes  No

If under 18, do you have or can you obtain work papers?  Yes  No

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
and salary desired (2) \_\_\_\_\_  
(Please be specific) No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
Mon \_\_\_\_\_ Fri \_\_\_\_\_  
Tue \_\_\_\_\_ Sat \_\_\_\_\_  
Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

Are you willing to travel for work?  Yes  No Date available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed. \_\_\_\_\_

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



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DO YOU HAVE A DRIVER'S LICENSE?     Yes     No

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_     Operator     Commercial (CDL)     Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?    How many? \_\_\_\_\_

Have you had any moving violations during the past three years?    How Many? \_\_\_\_\_

**OFFICE ONLY**

Typing     Yes    \_\_\_\_\_ WPM  
             No

10-key     Yes  
             No

Word Processing     Yes    \_\_\_\_\_ WPM  
                             No

Personal Computer     Yes    PC      
                                  No    Mac   

Other Skills \_\_\_\_\_

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?       Yes     No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?       Yes     No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**      Please list your work experience for the **past five years** beginning with your most recent job held.  
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____ Address _____ City, State, Zip Code _____ Phone number _____	Name of last supervisor	Employment dates  From  To	Pay or salary  Start  Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer?     Yes     No

Are you currently under a non-compete agreement that would prohibit you from working at Waterford     Yes     No



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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

I declare my answers to the questions on this application are true and accurate to the best of my knowledge. I give Waterford Consultants, LLC (the Company) the right to investigate my background at any time. I authorize and request all persons, companies and organizations (including credit bureaus, schools, and law enforcement agencies) to furnish any information about me requested by the Company. I release from liability any person, company or organization furnishing such information. If I am offered a job I understand that the offer is contingent upon supplying the Company with documents sufficient to establish my identity and eligibility to work in the United States. If I am offered employment with the Company and accept such offer, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. I acknowledge that the submission of any false information on this application may result in the immediate termination of my employment by the Company, if I am offered a position.

**Note: It is unlawful in Maryland and several other states to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civic liability.**

I acknowledge that I have read this agreement and understand its contents.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Waterford Consultants, LLC is an equal opportunity employer. All applicants will be considered equally without regard to race, religious creed, color, age, sex, sexual orientation, gender identity, gender expression, national origin, citizenship status, religion, marital status, medical condition, genetic information, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by Federal, State and Local Laws and Ordinances.