



TOWN OF ELKTON  
100 Railroad Avenue  
P.O. Box 157  
Elkton, MD 21922-0157  
(410) 392-6933  
Fax: (410) 398-3792

[human.resources@elkton.org](mailto:human.resources@elkton.org)

### APPLICATION FOR EMPLOYMENT

This is an application for employment with the Town of Elkton, Maryland, a municipal government. Please complete this application legibly and in its entirety. If additional space is needed, please use the back page of this form.

**This application will remain valid for employment consideration for 1 year from the date received.**  
(Office Use Only – Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_)

The Town of Elkton is committed to workforce diversity and provides equal employment opportunities (EEO) to all qualified employees and applicants for employment without regard to race, color, religion, sex, ancestry or national origin, ethnicity, age, marital status, sexual orientation, gender identity, physical or mental disability, genetic information, pregnancy, veteran status, or any other characteristic protected by law. The Town provides accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act.

POSITION APPLYING FOR: \_\_\_\_\_ (submit a separate application for each position)

REQUIRED PAY RATE: \_\_\_\_\_ Full-time Part-time Seasonal

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? Yes No

### GENERAL INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)  
(Social Security Number/last 4 digits ONLY) (Cell Phone) (Home Phone)

Email: \_\_\_\_\_

List addresses where you have lived beginning with your current address - use back of page if needed.

_____ (Number and Street Address)	_____ (City)	_____ (State)	_____ (Zip)	_____ (Years)
_____ (Number and Street Address)	_____ (City)	_____ (State)	_____ (Zip)	_____ (Years)

How did you learn of this position? \_\_\_\_\_

Are any of your relatives employed by the Town? Yes No

If yes, provide name and relationships: \_\_\_\_\_

Do you have a valid driver's license? Yes No Number/Class/Type \_\_\_\_\_ State of Issue \_\_\_\_\_

Have you previously worked for the Town of Elkton? Yes No If yes, please indicate the dates of employment, last position held, department, supervisor, and reason for separations: \_\_\_\_\_

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

Are you currently 18 years of age or older? Yes No

**EDUCATION AND TRAINING**

Name/Location	Did you Graduate (Yes or No)	Diploma, Degree, or Certificate	Course of Study (List Major)
High School/GED			
College or University			
Graduate School			
Trade, Business, Technical School			

Additional certifications, trainings, educational seminars, etc.

**WORK EXPERIENCE**

*(Beginning with your current or most recent employment)*

*Complete the following sections even if you are submitting a resume in addition to this application.*

**Name of Employer:** \_\_\_\_\_ **Employed from:** \_\_\_\_\_ **to:** \_\_\_\_\_

Address where you work(ed): \_\_\_\_\_

Job Title: \_\_\_\_\_ **Hours per week:** \_\_\_\_\_

Your last supervisor – Name and Title: \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ **May we contact your current employer?** \_\_\_\_ Yes \_\_\_\_ No

**Name of Employer:** \_\_\_\_\_ **Employed from:** \_\_\_\_\_ **to:** \_\_\_\_\_

Address where you work(ed): \_\_\_\_\_

Job Title: \_\_\_\_\_ **Hours per week:** \_\_\_\_\_

Your last supervisor – Name and Title: \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_ **Employed from:** \_\_\_\_\_ **to:** \_\_\_\_\_

Address where you work(ed): \_\_\_\_\_

Job Title: \_\_\_\_\_ **Hours per week:** \_\_\_\_\_

Your last supervisor – Name and Title: \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



## WORK EXPERIENCE

*continued*

*(Beginning with your current or most recent employment)*

*Complete the following sections even if you are submitting a resume in addition to this application.*

Name of Employer: \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_

Address where you work(ed): \_\_\_\_\_

Job Title: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Your last supervisor – Name and Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## PROFESSIONAL REFERENCES

List three persons who are not related to you and who have knowledge of your qualifications, work history, skills, ability and character. Do not repeat supervisors listed under work experience.

Name/Title: \_\_\_\_\_ Professional Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Professional Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Professional Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## MILITARY SERVICE

Branch of Service: \_\_\_\_\_ Rank: \_\_\_\_\_ Year From: \_\_\_\_\_ To: \_\_\_\_\_

Describe Training: \_\_\_\_\_

**NOTICES TO APPLICANT FOR EMPLOYMENT**

**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.**

**THIS PROVISION DOES NOT APPLY TO APPLICANTS FOR EMPLOYMENT AS POLICE OFFICERS WITH THE ELKTON POLICE DEPARTMENT.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**PLEASE READ CAREFULLY BEFORE SIGNING BELOW**

It is the policy of the Town of Elkton to maintain a workplace free from alcohol and drug abuse and its effects. As such, potential employees are subject to pre-employment drug testing as a condition of employment. If employed, all employees of the Town of Elkton are subject to post-accident, reasonable suspicion, and random drug and alcohol testing. I consent to the Town's request for pre-employment, post-accident, random and reasonable suspicion drug and alcohol testing and release the Town, its employees and agents from all liability arising from the collection and testing process and employment decisions.

I hereby affirm that this application contains no misrepresentations, omissions, or falsifications of any kind whatsoever and that the information given by me is true and complete to the best of my knowledge and belief. I understand that willful misrepresentations, omissions, or falsifications will be sufficient grounds for my rejection as a candidate for employment, or for my immediate discharge from employment with the Town of Elkton.

I hereby authorize the Town of Elkton, by its agents and/or its employees, to inquire into my education, certifications, previous employment, or to otherwise verify the information I have provided on this employment application. I hereby authorize all listed references and former employers to provide the Town of Elkton and/or its authorized agent any and all information concerning my previous employment and any pertinent information they may have. I hereby hold harmless and waive all liability against the Town of Elkton and those companies, agencies, their agents and employees, as a result of any inquiries with regard to this employment application.

I understand and agree that nothing contained in this application shall indicate guaranteed employment and that if employed by the Town, employment is "at will"; that I am free to resign at any time and that the Town may terminate the employment relationship at any time with or without cause or notice except as may be provided under specific provisions.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



## AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Town of Elkton is committed to workforce diversity and provides equal employment opportunities (EEO) to all qualified employees and applicants for employment without regard to race, color, religion, sex, ancestry or national origin, ethnicity, age, marital status, sexual orientation, gender identity, physical or mental disability, genetic information, pregnancy, veteran status, or any other characteristic protected by law.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on this information. This data is kept in a Confidential File and *is not* a part of your Application for Employment. This information will be detached from the application form upon submission to the Department of Human Resources and will be used to conform to Equal Employment Opportunity Commission guidelines concerning application statistics.

### TOWN OF ELKTON EEO-4 Voluntary Self-Identification Form

The Town of Elkton is committed to workforce diversity and provides equal employment opportunities (EEO) to all qualified employees and applicants for employment without regard to race, color, religion, sex, ancestry or national origin, ethnicity, age, marital status, sexual orientation, gender identity, physical or mental disability, genetic information, pregnancy, veteran status, or any other characteristic protected by law. *This Self-Identification Form will be kept separate from all other personnel records and confidential within the Human Resources Department.*

Position Applied for: \_\_\_\_\_

Date: \_\_\_\_\_ Gender: (Please check one) \_\_\_\_\_ Male \_\_\_\_\_ Female

**RACE/ETHNICITY:** (Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

\_\_\_ **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

\_\_\_ **White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

\_\_\_ **Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.

\_\_\_ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

\_\_\_ **Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

\_\_\_ **American Indian or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

\_\_\_ **Two or More Races (Not Hispanic or Latino):** A person who identifies with two or more racial categories named above.

\_\_\_ **I am unable or do not wish to disclose.**

Revised - 08/02/2021