

Town of Ocean City

P.O. Box 158
Ocean City, MD 21843
410-289-8822
www.oceancitymd.gov
www.governmentjobs.com/careers/oceancitymd



Employment Application *(Please Print)*

Applicants for all positions are considered without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, marital or familial status, national origin, age, disability, military service, or other non-merit-based factors in accordance with applicable laws.

Date of Application: ____ / ____ / ____

Position Applied For: _____

Referral Source: Recruiting Team Former/Current Employee College Sources
 Town's Website Advertisement/Print or Online Walk-In
 State Job Service Where: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Home Phone: () ____ - ____ Cell Phone: () ____ - ____ Email: _____

Are you at least 18 years of age? Yes No

Have you ever been employed by the Town of Ocean City before? Yes, Date ____ / ____ / ____ No

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
 Yes No *(Proof of citizenship, permanent resident status or immigration status entitling you to engage in employment in the U.S. will be required prior to employment.)*

The date you are available for work. ____ / ____ / ____

Available to work: Full Time Part Time Seasonal/Temporary All

Are you on a lay-off and subject to recall? Yes No

Equal Employment Opportunity/ Affirmative Action Employer

Employment Experience

Start with your present job or last job. Include military service assignments and volunteer activities.

1	Employer	Dates Employed: From: To: Describe work Performed: _____ _____ _____
	Address	
	Job Title	
	Supervisor	
	Reason for Leaving	
2	Employer	Dates Employed: From: To: Describe work Performed: _____ _____ _____
	Address	
	Job Title	
	Supervisor	
	Reason for Leaving	
3	Employer	Dates Employed: From: To: ___ ___ ___ Describe work Performed: _____ _____ _____
	Address	
	Job Title	
	Supervisor	
	Reason for Leaving	

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize your special skills, qualifications or other experiences:

Education

School Name	High School				College/University				Graduate/Professional			
Years Completed: (Circle)	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe Specialized training, apprenticeship, skills and extra-curricular activities:												

Honors Received: _____

Please provide any additional information you feel may be helpful to the evaluation of your application

Please list professional, trade, business and civic activities and offices held.
(You may exclude those which indicate race, color, religion,sex or national origin):

Please provide name, address and telephone number of three employer, co-workers or other professional references who are familiar with your capabilities.

Veteran of the U.S. Military Service? Yes No If yes, Branch _____

Special Employment Notice to Disabled Veterans,
Vietnam Era Veterans, and Individuals with Physical or Mental Disabilities

The Rehabilitation Act of 1973 allows you to voluntarily and confidentially identify yourself as disabled and to indicate the nature of such handicap.

Providing this information is voluntary and will not result in adverse treatment.

Disabled? Yes No If so, nature of disability _____

The Vietnam Era (8/64-1/73) Veterans Readjustment Assistance Act enables us to give special employment consideration to qualified veterans. Providing this information is voluntary and will not result in adverse treatment.

Are you a Vietnam Era Veteran? Yes No Date of Discharge: ____/____/____

Are you a disabled Vietnam Era Veteran? Yes No

Signature of Applicant _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not a contract of employment.

If offered employment, I further understand that I may be required to pass a job-related physical examination.

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 TO EXCEED \$100.00.

The term "applicant for employment or prospective employment or any employee" as used in this subtitle does not include: (i) A law enforcement officer as defined in 727 of Article 27, (ii), Any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

I hereby acknowledge that I have read and fully understand the above.

Signature of Applicant _____ Date _____