

1235 Potomac Valley Road, Rockville, MD 20850 Tel (301) 762-0700 Fax (301) 762-3216
www.potomacvalley.com

EMPLOYMENT APPLICATION

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

(Please Print)

NAME: _____
LAST FIRST MIDDLE

DATE: _____ SSN: _____ Are you 18 years of age or older? Yes No

ADDRESS _____
STREET CITY STATE ZIP

PRESENT: _____

PHONE # (s): (home) _____ (work) _____ (cell) _____

E-MAIL ADDRESS: (if any) _____

Previous address(es) if less than 5 years at the above address:

REFERRED BY: _____

EMPLOYMENT DESIRED

POSITION: _____ Date you can start _____ Salary desired _____

Are you now employed? Yes No if so, may we inquire of your present employer? Yes No

Have you ever applied to this company before? Yes No Where? _____ When? _____

EDUCATION	Name & Location of School	Circle last year you completed	Did you Graduate?	Subjects studied and degree (s) received
Grammar School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

GENERAL

Subjects of special study or research work: _____

Job related skills (typing, driver's license, etc.): _____

EMPLOYMENT HISTORY (List below your last four employers, starting with the most current)

DATE (Month & Year)	NAME & ADDRESS OF EMPLOYER	PHONE NUMBER	SALARY (Upon Leaving)	POSITION	REASON FOR LEAVING
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

REFERENCES (list below three persons not related to you, whom you have known at least one year):

NAME	ADDRESS & PHONE NUMBER	POSITION	YEARS ACQUAINTED

Have you ever been convicted of any violation of the law other than minor traffic violations?

YES NO

(If yes, give date(s) and location of conviction, charge(s), and disposition.)

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. Potomac Valley Nursing & Wellness Center will abide by this law and will not require this as a condition of employment or continued employment.

Print Name _____ Signature _____

If you are to be hired by the Company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this Application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I therefore authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

I understand that filling out this form does not indicate that there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies and procedures, in whole or in part, at any time.

Printed Name: _____ Signature: _____

Date: _____