



# TOWN OF RIVERDALE PARK

Town of Riverdale Park  
5008 Queensbury Rd.  
Riverdale Park, MD 20737  
(301) 927-6381

**AN EQUAL OPPORTUNITY EMPLOYER:** The Town of Riverdale Park does not discriminate against applicants or employees on the basis of race, creed, color, religion, sex, national origin, ancestry, marital status, disability, presence of children, sexual orientation or age. This policy of non-discrimination extends to all terms, conditions and privilege of employment and to all personnel actions.

**DIRECTIONS:** Answer each and every question on the front and back of this application. A resume may be submitted only to supplement information on the application. Resume may not be used In place of any Information requested on the application. Write "N/A" in the answer blank if the question is not applicable to you. Please type or print legibly

Position: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Name: Work #: \_\_\_\_\_ Home #: \_\_\_\_\_  
Address: \_\_\_\_\_ City, ST & Zip: \_\_\_\_\_

To facilitate reference checks, please indicate any other name(s) or social number under which you have \_\_\_\_\_ been \_\_\_\_\_ employed:

Are you a minor (under 18 years of age)?  Yes  No

**EDUCATION:** Circle highest grade completed: 6 7 8 9 10 11 12 College: 1 2 3 4 5

High School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_  
Address, City, State & Zip: \_\_\_\_\_

High School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_  
Address, City, State & Zip: \_\_\_\_\_

High School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ Degree: \_\_\_\_\_  
Address, City, State & Zip: \_\_\_\_\_

Have you receive any additional training workshops short courses or performed volunteer work, etc. Related to the position? \_\_\_\_\_

**EMPLOYMENT:** Start with your present or last Job and Include your employment history for at least the last 0 years. Please fill out the Information requested completely. Please attach an additional sheet if you need more space, Include military experience and describe any major assignments. If you are still employed, may we contact your present employer?  Yes  No

Employed by: \_\_\_\_\_ Title: \_\_\_\_\_  
Address, City, State & Zip: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employed from (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_

Employed by: \_\_\_\_\_ Title: \_\_\_\_\_  
Address, City, State & Zip: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employed from (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_

Employed by: \_\_\_\_\_ Title: \_\_\_\_\_  
Address, City, State & Zip: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Employed from (mo/yr): \_\_\_\_\_ To (mo/yr): \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_  
Duties: \_\_\_\_\_

If the position for which you are applying requires the operation of a motor vehicle, please answer the following: Do you have a valid driver's license?  Yes  No Class: \_\_\_\_\_

Driver's License #: State Driver's Lic. Issued from: \_\_\_\_\_  
Has your license been revoked or suspended in the last 12 months? \_\_\_\_\_ if yes, please explain:  
\_\_\_\_\_

Have you ever had a Workman's Compo Injury?  Yes  No if yes, please explain:  
\_\_\_\_\_

What date would you be available to begin work? \_\_\_\_\_  
for clerical/secretarial positions: Typing WPM: \_\_\_\_\_ Shorthand WPM: \_\_\_\_\_

What equipment can you operate? \_\_\_\_\_  
Have you previously worked for the Town of Riverdale Park?  Yes  No

List the requirements of the Job which you possess? \_\_\_\_\_  
\_\_\_\_\_

Do you have any experience or qualifications not listed elsewhere which relate to the Job applied for? \_\_\_\_\_  
\_\_\_\_\_

At the time of hire, both citizens and non-citizens are required by Federal law to provide proof of Identification and authorization to work.

Are you a U.S. Veteran?  Yes  No Branch of Service: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ Dates of Military Service: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please give all the facts. Do not list any criminal charges for which the records have been expunged. (A conviction does not automatically mean that you cannot be hired. When and what you were convicted of are Important.) \_\_\_\_\_

Do you know anyone who is working or holding elected office for the Town of Riverdale Park?

Yes  No if yes, explain: \_\_\_\_\_

All Information given on this application, resume and by oral statements are true and correct. I understand that any false or misleading statements or omissions made may eliminate me from further consideration for employment or may be grounds for immediate dismissal regardless of when false or misleading statements or omissions are discovered. I authorize the Town of Riverdale Park and my previous employers to conduct or participate In an Investigation of my personal background, work history, educational credentials, driving record, and police record as may be necessary to verify the Information provided In my employment application and to determine fitness to hold the position for which I have applied.

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

I hereby understand and agree to the policy of the Town of Riverdale Park which holds me responsible for the physical required by them In the event of termination with the Town within 90 days from my' date of hire. '

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27. Section 727 or any employee of any law enforcement agency of the State of Maryland, or any county. Incorporated city or town or any 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 ONE HUNDRED DOLLARS (\$100).

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_