



## EMPLOYMENT APPLICATION

Date
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Last Name	First	Middle	Social Security Number	Phone Number
Present Address	City	State	Zip Code	Lived There How Long?
Last Previous Address	City	State	Zip Code	Lived There How Long?

Position(s) Applied For	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Rate Of Pay Expected
Have You Worked For This Company Before?	<input type="checkbox"/> Yes - If So When? <input type="checkbox"/> No	How Did You Learn About The Job You Are Applying For?
Name of Relatives/Friends Working For Us		
List Special Tools Or Machinery You Can Operate:		

<b>EMPLOYMENT HISTORY</b> Begin with most recent position.				
Name & Address of Employer Name & Telephone of Supervisor	Date (Month & Year)	Job Title & Responsibilities	Wage	Reason For Leaving
	From  To			
	From  To			
	From  To			
	From  To			
	From  To			

May We Contact The Employers Above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are You Currently Employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Were You In The U.S. Armed Forces?	Branch	Dates Of Duty	Rank At Discharge
<input type="checkbox"/> Yes    No			

<b>EDUCATION</b> Name And Location Of School	Course Of Study	No. Of Years Attended	Did You Graduate?
High School			
Trade Or Technical School			
College			
List Special Training/Skills			

Use this space to summarize any additional information necessary to describe your full qualifications.

**Royal Glass Company operates under an AT-WILL EMPLOYMENT POLICY and as such, nothing in this application or the following authorizations or releases shall be construed as a contract or as an offer of employment.**

Royal Glass is an equal opportunity employer, and will give consideration to all applicants regardless of age, race, color, religion, gender, etc. Your application may be used to check and verify information supplied by you through internal research, or through other outside sources. Should a background check be made from an outside source, you will be notified, and it will be your sole responsibility to submit in writing any requests of information from the outside source.

I agree that any false statement in this application shall be sufficient cause for dismissal. I hereby grant permission to investigate any of the information included in this application. The use of this form does not indicate there are positions open and does not in any way obligate Royal Glass Company.

Signature of Applicant \_\_\_\_\_

**“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT 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.”**

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

<b>ACCEPTABLE FOR EMPLOYMENT</b>			<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
Job Title	Store	Starting Date		
Starting Rate	Approved By	Date		