

APPLICATION FOR EMPLOYMENT

When completed please return to:

NorthBay

Human Resources Department

11 Horseshoe Point Lane

North East, MD 21901

Fax: (443) 967-0501



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

PERSONAL INFORMATION

NAME: _____
First Middle Last Date of Application

ADDRESS _____

City State Zip Code

Home phone () _____ Cell phone () _____

Email address _____

Position applying for: _____ Salary/Wage Required _____

Shifts Available: Day Afternoon Evening Night Weekends

Full-time Part-time Seasonal/Temporary Student Program When can you start? _____

PLEASE ANSWER THE FOLLOWING:

Referral Source: Newspaper advertisement Name of paper: _____

Employee School Relative Resident Jobline Other (please explain)

Name of Source (if applicable) or Explain Other: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been sanctioned by the Office of the Inspector General for fraud, abuse or any other reason? Yes No

If yes, please explain:

Have you been convicted of a crime? Yes No

(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain:

Have you ever been employed at NorthBay? Yes No If yes, what was your title and dates of employment:

Are you related to any current NB employee? Yes No If yes, please provide name(s):

Do you have any scheduling limitations? Yes No If yes, please explain:

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

(Proof of U. S. Citizenship or immigration status will be required upon employment.)

If offered a position, do you agree to submit to a drug screen? Yes No

EDUCATION

School	Major	Degree earned	Years completed

Extra-Curricular Activities/Organizations: _____

EMPLOYMENT EXPERIENCE

Dates worked	Company/Employer Name	Address/phone	Position/Reason for leaving

Applicant Statement

I have not been asked, nor have I requested, to submit to a lie detector or polygraph test. I am signing this statement of my own free will to conform to the requirements of the laws of the State of Maryland. The requirements read: "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."

Date: _____ Signed: _____

I agree to conform to the rules and regulations of this company. I understand that my employment maybe terminated at any time for any reason at the option of either myself or the company. I hereby affirm the information on this application is true and complete. I understand that any false or misleading representations or omissions may disqualify me from further consideration for employment and may result in discharge even if discovered at a later date. I further understand that a criminal background check may be part of the verification process and that all employment history information may be checked.

Date: _____ Signed: _____