



Garrett County Lighthouse, Inc.

P.O. Box 116, Oakland, MD 21550

(An Equal Opportunity Employer)

Application for Employment

(Pre-Employment Questionnaire)

Personal Information

Date _____ Date Of Birth _____

Name _____ SS# _____

Last

First

Middle

Present Address: _____

Street

City

State

Zip Code

Permanent Address: _____

Street

City

State

Zip Code

Telephone# (_____) _____ Are you 18 years or older? _____ Yes _____ No

Employment Desired

Position: _____ Date You _____ Salary _____
 Can Start _____ Desired _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ When? _____

Referred by? _____

Education	Name and Location of School	No. of years Attended	Did You Graduate/GED?	Subjects Studied
Grammar School				
High School				
High School Equivalency				
College				
Trade, Business, Correspondence School				

General

Subjects of Special Study or Research Work: _____

Special Skills: _____

Activities: (Civic, Athletic, Etc): _____

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members

U.S. Military or _____ Present Membership in _____
 Naval Service: _____ Rank _____ National Guard or Reserves _____

Have you ever been convicted of any violation of the law other than minor traffic violations?
 _____ Yes _____ No If yes, explain: _____

Do you possess a valid Driver's License? _____

Former Employers

(List Below Last Three Employers, Starting With The Most Recent One First)

Date Month/Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best? _____

What did you like most about this job? _____

References: Give the names of three persons not related to you, with the telephone numbers where they can be reached during our regular business hours of 8:00 am – 3:30 pm. Monday – Friday.

Name	Address	(Area Code) Phone #	Business/Position	Years Acquainted
1				
2				
3				

In case of emergency notify:

1. _____

Name Address Telephone#

2. _____

Name Address Telephone#

*I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. As an applicant for a position with Garrett County Lighthouse, Inc., I have been asked to furnish information for use in reviewing my background and qualifications. In this connection, I hereby authorize Garrett County Lighthouse, Inc. to investigate my past work history, character, education, driving record, military, and police records to ascertain any and all information which may be pertinent to my employment qualifications. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization. This release is binding. Now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date _____

Remarks _____

Hired: ___ Yes ___ No Position _____ Full Time/Part Time/Temporary: _____

Salary/Wage: _____ Date Reporting for Work _____

Date Initial Evaluation Over: _____