**Employment Application**

Employment Office: Mailing Address:

1030 N. Charles St. 3rd Fl Human Resources

Baltimore, MD 21201 1420 N. Charles St.

410.837.5410 Move from field to field with the Tab key Baltimore, MD 21201

Enter just numbers for Dates, Phone Numbers and Salaries; formatting is automatic

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| **APPLYING FOR :****VACANCY # 20 -** *OR* **POSITION TITLE:** ***Please attach resume if applicable***  |
| Last Name First Name Middle

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 | Home Phone Work Phone

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| --- | --- |
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 |
| Street Address | Other Phone

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| City State Zip

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 | Email address   |
| Are you authorized to work for all employers in the United States on an unrestricted basis? [ ]  Yes [ ]  No |
| Please indicate your availability:  [ ]  Full Time [ ]  Part Time [ ]  Contractual [ ]  Temporary/If and When |
| How did you hear of this position?

|  |  |  |
| --- | --- | --- |
| [ ]  Walk In | [ ]  Vacancy Posting/UB Job Board | [ ]  Ad: Name of Paper/Journal  |
| [ ]  UB Website  | [ ]  Job Fair  | [ ]  Website  |
| [ ]  UB Employee (name)  | [ ]  Other:  |  |

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| **EMPLOYMENT HISTORY (BEGIN WITH MOST RECENT POSITION)** |
| **Employer**  | Dates Employed MM/YYYY to MM/YYYY

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| --- | --- | --- | --- |
| From m  |  | To |  |

From / To / | If current employer, may we contact? |
| Address  | Phone

|  |
| --- |
|  |

 | Duties/Responsibilities |
| Position Held | Salary

|  |  |
| --- | --- |
| Start:  | End:  |

Start: End:  |
| Supervisor’s Name | Reason for Leaving |
| **Employer** | Dates Employed MM/YYYY to MM/YYYY

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| From m  |  | To |  |

From / To / | If current employer, may we contact? |
| Address  | Phone

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 | Duties/Responsibilities |
| Position Held | Salary

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| Start:  | End:  |

Start: End:  |
| Supervisor’s Name | Reason for Leaving |
| **Employer**  | Dates Employed MM/YYYY to MM/YYYY

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| From |  | To |  |

From / To / | If current employer, may we contact? |
| Address  | Phone

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 | Duties/Responsibilities |
| Position Held | Salary

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| Start:  | End:  |

Start: End:  |
| Supervisor’s Name | Reason for Leaving |

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| Last Name First Name Middle

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| **EDUCATION/DEGREE** |
| High School: Diploma [ ]  Yes [ ]  No GED [ ]  Yes [ ]  No |
|  | **College/University** | **Course of Study** | **Degree Received *(if no degree, list # of credits)*** | **Date Completed (MM/YYYY)** |
| Undergraduate |  |  |  |  |
| Graduate |  |  |  |  |
| **LICENSES/CERTIFICATIONS** |
| Driver’s License Number | Type/Class | Expiration Date MM/YYYY | State |
| Other Licenses/Certifications: |
| [ ]  Yes [ ]  No Are you 18years of age or older?**PLEASE EXPLAIN ANY “YES” ANSWERS FOR THE FOLLOWING QUESTIONS IN THE BOX BELOW.** PLEASE NOTE THAT ANSWERING “YES” TO ANY QUESTION DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT.[ ]  Yes [ ]  No 1. Have you ever been convicted of anything other than a minor traffic violation? [ ]  Yes [ ]  No 2. Have you ever worked for the State of Maryland or any University of Maryland System? [ ]  Yes [ ]  No 3. Are you a State of Maryland Retiree under House Bill 199 (1998)?  |
| **Please indicate the question number.** |
| I certify that all information on this application is accurate and complete and recognize that it is subject to verification. I also understand that any offers of employment and/or continuance thereof may be contingent upon its accuracy and completeness. I understand that my former employers/schools will be contacted for references. I understand that I may be required to pass a physical examination upon an offer of employment.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. (This provision does not apply to applicants for law enforcement positions pursuant to Labor and Employment article, Section 3-702 (b) (Annotated Code of Maryland)).“The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that colleges and universities publish and distribute an annual security report.  This report includes campus crime statistics for the previous three years, policy statements concerning crime reporting, access to campus facilities, enforcement and arrest authority of campus police, crime prevention and procedures to be followed in sexual assault offenses.  The Act also provides for timely notice to the campus of crimes considered threats to safety and for the maintenance of a public crime log of all reported crimes.  You may view and download this document by visiting [www.ubalt.edu/publicsafety](http://www.ubalt.edu/publicsafety).  You may also obtain a paper copy of the report at the Department of Public Safety in AC 128.”   |

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Signature Date