



# APPLICATION FOR EMPLOYMENT

411 N Cranberry Rd.  
Westminster, MD 21157-6399

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Phone
	City, State, Zip			Mobile Phone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			Social Security Number
	If yes: Month and Year _____ Location _____			
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No if not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work?
	Other special training or skills (languages, machine operations, etc.)			
	How did you learn of our organization?			

EMPLOYMENT	Please give accurate, complete full-time & part-time employment record. Start with present or most recent employer.
------------	---

1	Company Name	Telephone
	Address	Employed (Month & Year) From _____ To _____
	Name of Supervisor	
	Job Title and Describe Your Work	Reasons for Leaving

2	Company Name	Telephone
	Address	Employed (Month & Year) From _____ To _____
	Name of Supervisor	
	Job Title and Describe Your Work	Reasons for Leaving

3	Company Name	Telephone
	Address	Employed (Month & Year) From _____ To _____
	Name of Supervisor	
	Job Title and Describe Your Work	Reasons for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number (s) _____ Reason _____

**EDUCATION**

Note last year completed:	Elementary	5	6	7	8	Describe other education or training
or <b>GED</b> _____	High School	9	10	11	12	
	College	1	2	3	4	

Have you ever worked here? \_\_\_\_\_ When? \_\_\_\_\_ Job done? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Factory positions require regular attendance. Do you have any reason to believe you may have difficulty meeting this standard? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

When can you start? \_\_\_\_\_ Can you work overtime if needed? \_\_\_\_\_

Are you at least 18? \_\_\_\_\_ If not, can you provide a work permit? \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_

The job functions listed below, are necessary to specific jobs. Please answer only those that relate to the job applied for.

If job requires lifting, can you lift: 50+ lbs \_\_\_\_\_ 25-50 \_\_\_\_\_ 10-25 \_\_\_\_\_ 0-10 \_\_\_\_\_

If job requires sitting, can you sit 8 hours with periodic breaks? \_\_\_\_\_

A few sewing jobs are stand-up automatic. Do you prefer to stand? \_\_\_\_\_

If job requires standing, can you stand 8 hours with periodic breaks? \_\_\_\_\_

Sewing jobs require highly repetitive, rapid motion using both arms, wrists, hands and shoulders. Do you have reason to believe you will have difficulty meeting these requirements? \_\_\_\_\_

If an offer of employment is made and, because of a physical or mental disability, you will need an accommodation to perform any essential job function, please make it known so we can accommodate wherever possible.

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.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

I HEREBY AUTHORIZE THE ENGLISH AMERICAN TAILORING CO. TO CONDUCT WHATEVER REFERENCE INQUIRY IT DEEMS NECESSARY REGARDING MY BACKGROUND RELEVANT TO THIS JOB, INCLUDING MY EDUCATION AND EMPLOYMENT EXPERIENCE AND I AGREE THAT THE ENGLISH AMERICAN TAILORING CO. SHALL HAVE NO LIABILITY FOR DOING SO.

I CERTIFY THAT ALL THE STATEMENTS HEREIN ARE TRUE AND I UNDERSTAND THAT ANY FALSIFICATION OR WILLFUL OMISSION WILL BE SUFFICIENT CAUSE FOR DISMISSAL OR REFUSAL OF EMPLOYMENT.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**PERSONNEL USE ONLY**

HIRED: \_\_\_\_\_ JOB ASSIGNMENT: \_\_\_\_\_

START WORK ON: \_\_\_\_\_ RATE OF PAY: \$ \_\_\_\_\_ REFERRED BY: \_\_\_\_\_