

19. I hereby certify that I am either a US citizen or national, an alien lawfully admitted for permanent residence, or an alien authorized

20. Experience: In the blocks below, list the required information concerning each previous position. If you have had military service, enter it below in its proper sequence. All periods of time unaccounted for in the blocks will be considered periods of unemployment. Be sure to include all related experience. If you were employed under another name, please indicate in item 18. It is important for you to furnish all information requested below in sufficient detail to enable the Department of Human Resources to give you full credit in evaluating your qualifications.

**Present employer or most recent employer:**

A. List Details Below	Position	Dates of employment (month, year) From: _____ To: _____	# of mo.	Starting pay rate	Last pay rate
	Employer (Name and Address including City, State, and Zip)				
Name, title and phone number of immediate supervisor:		No. of employees you supervised		Reason for leaving:	

Describe duties, responsibilities and accomplishments:

B. List Details Below	Position	Dates of employment (month, year) From: _____ To: _____	# of mo.	Starting pay rate	Last pay rate
	Employer (Name and Address including City, State, and Zip)				
Name, title and phone number of immediate supervisor		No. of employees you supervised		Reason for leaving:	

Describe duties, responsibilities and accomplishments:

I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge and belief, and I understand that any false or incomplete statement I have made may result in my forfeiting all rights of employment with Frederick County, MD.

I hereby authorize Frederick County to obtain from my past employers, educational institutions, and/or any law enforcement agencies all data needed to support this application. I understand that Frederick County may require a State and National criminal history records check and background investigation of applicants for certain positions. If I am applying for one of these positions, I hereby consent to the performance of a State and National criminal history records check and background investigation.  Yes  No

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

**WORK EXPERIENCE SUMMARY - CONTINUATION FORM TO APPLICATION FOR EMPLOYMENT - ITEM #20**

You are to use this continuation form to provide additional information concerning previous positions you have held. It is important for you to furnish all information requested below in sufficient detail to enable the Department of Human Resources to give you full credit in evaluating your qualifications.

20. Experience: In the blocks below, list the required information concerning each previous position. If you have had military service, enter it below in its proper sequence. All periods of time unaccounted for in the blocks will be considered periods of unemployment. Be sure to include all related experience. If you were employed under another name, please indicate in item 18.

C. List Details Below	Position	Dates of employment (month, year) From: _____ To: _____	# of mo.	Starting pay rate	Last pay rate
	Employer (Name and Address including City, State, and Zip)				
Name, title and phone number of immediate supervisor:			No. of employees you supervised	Reason for leaving:	

Describe duties, responsibilities and accomplishments:

D. List Details Below	Position	Dates of employment (month, year) From: _____ To: _____	# of mo.	Starting pay rate	Last pay rate
	Employer (Name and Address including City, State, and Zip)				
Name, title and phone number of immediate supervisor:			No. of employees you supervised	Reason for leaving:	

Describe duties, responsibilities and accomplishments:

I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge and belief, and I understand that any false or incomplete statement I have made may result in my forfeiting all rights of employment with Frederick County, MD.

I hereby authorize Frederick County to obtain from my past employers, educational institutions, and/or any law enforcement agencies all data needed to support this application. I understand that Frederick County may require a State and National criminal history records check and background investigation of applicants for certain positions. If I am applying for one of these positions, I hereby consent to the performance of a State and National criminal history records check and background investigation.  Yes  No

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

E. List Details Below	Position	Dates of employment (month, year) From:                      To:	# of mo.	Starting pay rate	Last pay rate
	Employer (Name and Address including City, State, and Zip)				# of hours worked per week:

Name, title and phone number of immediate supervisor:	No. of employees you supervised	Reason for leaving:
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Describe duties, responsibilities and accomplishments:

F. List Details Below	Position	Dates of employment (month, year) From:                      To:	# of mo.	Starting pay rate	Last pay rate
	Employer (Name and Address including City, State, and Zip)				# of hours worked per week:

Name, title and phone number of immediate supervisor:	No. of employees you supervised	Reason for leaving:
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Describe duties, responsibilities and accomplishments:

I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge and belief, and I understand that any false or incomplete statement I have made may result in my forfeiting all rights of employment with Frederick County MD.

I hereby authorize Frederick County to obtain from my past employers, educational institutions, and/or any law enforcement agencies all data needed to support this application. I understand that Frederick County may require a State and National criminal history records check and background investigation of applicants for certain positions. If I am applying for one of these positions, I hereby consent to the performance of a State and National criminal history records check and background investigation.  Yes  No

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

## FREDERICK COUNTY AFFIRMATIVE ACTION DATA FORM

Frederick County, MD is pursuing an Affirmative Action program to ensure equal employment opportunity in its hiring practices. We are asking you to help us in this effort by completing the Affirmative Action Data Form below. Completing the Data Form will assist us in monitoring the effectiveness of our program. The completion of this form is not mandatory; however, your cooperation is appreciated. Thank You.

(1) Position Applied For \_\_\_\_\_ (2) Date \_\_\_\_\_

(3) Name \_\_\_\_\_  
Last Name First Name Middle Name

(4) Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (5) Sex: \_\_\_\_\_ Female \_\_\_\_\_ Male  
Mo. Day Year

(6) Ethnic Origin

- (a) \_\_\_\_\_ White (b) \_\_\_\_\_ Black (c) \_\_\_\_\_ Hispanic (d) \_\_\_\_\_ Asian or Pacific Islander  
(e) \_\_\_\_\_ American Indian or Alaskan Native

*NOTE:* Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:

White - (Not of the Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black - (Not of the Hispanic origin) All persons having origins in any of the Black racial groups of Africa.

Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

Asian or Pacific Islanders - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Somoa.

American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliations or community recognition.

(7) Do you have a disability? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what is the nature of your disability? \_\_\_\_\_

A disabled person is defined as someone who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

(8) Veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

(9) How did you hear of the job for which you are applying?

\_\_\_\_\_ Frederick County Website \_\_\_\_\_ Other Website (please list): \_\_\_\_\_

\_\_\_\_\_ 24-hour Job Line \_\_\_\_\_ Newspaper Advertisement - Which Newspaper? \_\_\_\_\_

\_\_\_\_\_ County Cable Television Listing \_\_\_\_\_ Posted County Job Announcement \_\_\_\_\_ County Employee

\_\_\_\_\_ Job Service Office \_\_\_\_\_ Other - Explain: \_\_\_\_\_