



An Equal Opportunity Employer

20 North Charles Street • 6th Floor • Baltimore, MD 21201-4101

410-244-1030 • FAX 410-244-8670

EMPLOYMENT APPLICATION

Downtown Partnership adheres to all federal, state, and local laws prohibiting discrimination. Our policy is to select the best-qualified person based on ability, experience, education, training, as related to the requirements of the specific position for which the applicant is being considered.

Instructions: Please complete this application in ink.

Answer all questions, which apply to you, regardless to having a resume.

Date: _____

I. PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
No. Street City State Zip

Home phone: (____) _____ Other phone in which to reach you: (____) _____

II. POSITION DESIRED

Type of work desired: Full-time Part-time: Specific days & hours _____

Position(s) applying for: 1. _____ Desired salary \$ _____

2. _____ Desired salary \$ _____

If hired, on what date will you be available to start work?

III. GENERAL INFORMATION

Have you **applied** with us before? ____ If yes, give date: _____ Under what name: _____

Have you **worked** for us before? ____ If yes, give date: _____ Under what name: _____

How did you learn of this opening (newspaper, friend, etc.)? _____

List any friends or relatives employed by us:

License/certification related to job in which you are applying (including driver's license):

Are you under 18 years of age? Yes No. If yes, employment is subject to verification that you are of minimum legal age to work.

If hired, can you provide documentation of your identity and eligibility to work in the U.S.? Yes No

"FINAL EMPLOYMENT IS CONTINGENT UPON A SATISFACTORY BACKGROUND CHECK, INCLUDING CRIMINAL HISTORY. WE WILL CAREFULLY CONSIDER ALL CRIMINAL CONVICTIONS THAT WE DETERMINE TO BE RELEVANT AND JOB RELATED. WHILE A CRIMINAL CONVICTION WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT, AND WHILE ALL RELEVANT FACTORS WILL BE CONSIDERED, UNDERSTAND THAT WE RESERVE THE RIGHT, IN OUR DISCRETION, TO WITHDRAW AND RESCIND ANY OFFER OF EMPLOYMENT THAT HAS BEEN MADE IF WE ARE NOT SATISFIED WITH YOUR CRIMINAL HISTORY. IF YOU HAVE A PRIOR FELONY CONVICTION, YOU MAY WISH TO DISCUSS THAT WITH US NOW, OR YOU MAY WAIT UNTIL THE CONDITIONAL OFFER STAGE. HOWEVER, BE ADVISED THAT WE WILL LIKELY DISCOVER SUCH CONVICTION DURING OUR BACKGROUND CHECK PROCESS AND ANY OFFER MADE TO YOU MAY BE RESCINDED"

EMPLOYMENT HISTORY - May we contact your present/most recent employer? Yes No

Please list your last ten years of employment, starting with the most recent.

From: _____ To: _____ Starting Salary: _____ Final Salary: _____

Employer: _____ Telephone () _____

Address: _____

Name of immediate supervisor: _____

Job title and duties: _____

Reason for leaving: _____

What did you like about this job? _____

What did you dislike about this job? _____

From: _____ To: _____ Starting Salary: _____ Final Salary: _____

Employer: _____ Telephone () _____

Address: _____

Name of immediate supervisor: _____

Job title and duties: _____

Reason for leaving: _____

What did you like about this job? _____

What did you dislike about this job? _____

From: _____ To: _____ Starting Salary: _____ Final Salary: _____

Employer: _____ Telephone () _____

Address: _____

Name of immediate supervisor: _____

Job title and duties: _____

Reason for leaving: _____

What did you like about this job? _____

What did you dislike about this job? _____

EDUCATION & TRAINING BACKGROUND

School	Dates Attended	Name & Address of School	Major Subject	Diploma/Degree?
High School				
College or University				
Graduate				
Other Training				

RECORD of MILITARY SERVICE

Branch _____ Active duty from _____ to _____

Discharge rank or grade _____ Nature of duties _____

HAVE WE MISSED SOMETHING IMPORTANT?

Please note any professional, civic organizations, skills, special activity, equipment use, software knowledge, or other information that you feel would be helpful on this job.

REFERENCES (Employers not Relatives--at least three)

Name and Address	Occupation	Phone

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF APPLICATION

Thank you for applying to Downtown Partnership of Baltimore, Inc. It is important that you read this section carefully, and that you fully understand it before you sign it. This application is not an employment contract. If an employment relationship is established, you have the right to terminate your employment at any time, and Downtown Partnership retains a similar right. If hired, employment is conditional (temporary) pending final approval, satisfactory references, and successful completion of an introductory period that can be extended at the discretion of Downtown Partnership. If you have any questions, please ask human resources or a member of Downtown Partnership management. I authorize Downtown Partnership or its designee to investigate my background, including any and all references, available criminal and other judicial records, where applicable to the position for which I am applying and consistent with applicable law. I authorize Downtown Partnership to use all legal means at its disposal to assess my suitability for employment. I specifically release and hold Downtown Partnership harmless for any and all liabilities arising out of their investigation of my application for employment. Additionally, I hereby authorize my previous employers to respond to your requests and to provide you with the requested information, and I voluntarily releases from liability and/or damages all parties who may issue or received information regarding my application, or employment at Downtown Partnership.

Any misstated, misleading, incomplete, or false information made on this application will be sufficient grounds for rejection of this application form, refusal to hire, withdrawal of an offer of employment, or immediate termination without recourse, whenever and however discovered. Any offer of employment is contingent upon verification of the information I have provided.

As a condition of employment, I may be required to undergo drug and/or alcohol screening and testing designed to ascertain my suitability for employment and/or the job(s) for which I am being considered. I agree that I may be subject to such testing during the course of my employment, and I specifically agree not to oppose in any fashion such pre-hire or post-hire testing. Subject to applicable law, Downtown shall be sole judge of the acceptability of any test results.

Work schedules and requirements vary, and the while Downtown Partnership will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.

Downtown Partnership issued property (e.g., uniforms, keys, identification card, equipment, employee handbook, etc.) shall be returned upon termination of the employment relationship with Downtown Partnership and/or upon request. I understand employees are responsible for paying the cost of replacing items not returned to the Downtown Partnership upon request or upon separation of employment with Downtown Partnership. I hereby authorize Downtown Partnership; to deduct from my pay sum the replacement fee for any issued items I do not return. I further understand that the replacement fee also applies to lost or stolen property.

Downtown Partnership maintains a "smoke-free" work environment, and I agree to obey the organization is smoking restrictions.

This authorization is valid as of the date given below and throughout the term of my employment with Downtown Partnership. Copies & facsimile transmissions of this authorization, that show my signature, are as valid as the original release signed by me.

I hereby acknowledge that I have read and understand everything on this application.

Signature of Applicant _____ **Date:** _____
(Pleas sign in both places)

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 EXCEEDING \$100.

Signature of Applicant _____ **Date** _____

For Company Use Only--Do Not Write in This Space

Date of interview: _____

Recommendation: _____

Signature of Company Interviewer(s): _____ Date: _____
