



Town of La Plata
 Attn: Human Resources
 305 Queen Anne Street
 La Plata, MD 20646

Phone: 301-934-8421

Email:
hrdept@townoflaplata.org

JOB APPLICATION

PERSONAL INFORMATION

Full Name: _____ **Date:** _____

Last
First
MI

Address: _____

Street Address
Apt/Suite

City
State
Zip Code

Email: _____ **Phone:** _____

Date Available: _____

Position Applied For: _____

Employment Desired: FULL-TIME PART-TIME SEASONAL

EMPLOYMENT ELIGIBILITY

Are you legally eligible to work in the United States? YES NO

Do you now or in the future require a VISA sponsorship? YES NO

Have you ever worked for Town of La Plata? YES NO

***If yes, please provide employment dates and position(s) held.** _____

EDUCATION

EDUCATION	Name / Location of School	Did you graduate?	Degree / Area of Study
High School			
College			
Graduate			
Trade School			

PREVIOUS EMPLOYMENT

Employer 1: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Employer 2: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

Employer 3: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

Reason for Leaving: _____

REFERENCES
(PROFESSIONAL ONLY)

Full Name: _____ Relationship: _____

Company: _____ Title: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Title: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Title: _____

Email: _____ Phone: _____

MILITARY SERVICE

ARE YOU A VETERAN? YES NO

Branch: _____ Rank at Discharge: _____

From: _____ To: _____ Type of Discharge: _____

If not Honorable, please explain: _____

**A dishonorable discharge does not immediately disqualify an applicant from consideration.*

BACKGROUND CHECK CONSENT

ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? YES NO

ARE YOU WILLING TO CONSENT TO A PRE-EMPLOYMENT DRUG CHECK? YES NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and is committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section UNLESS you decide to attach a resume that includes the same or similar requested information.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE: _____

PRINT NAME: _____ **DATE:** _____