

Education

School Attended	Circle Highest Year Completed	School Name and City	Did you Graduate?	Major Subject or Degree Received
High School or GED			Yes No	
Vocational or Business School	Indicate number of months _____		Yes No	
College or University			Yes No	
Graduate School			Yes No	

Please indicate any special skills or certifications which you feel are relevant to the type of employment you are seeking: (Examples: software applications, office equipment, and/or professional licenses)

Work Experience

Please start with your current or most recent paid position first.
A resume may be attached but is not a substitute for a completed application.

Place of Employment and Address:	Position Title:
Phone Number:	Reason for Leaving:
Supervisor's Name and Title:	Dates of Employment: From _____ to _____
Current Rate of Pay:	Type of Employment: Full-time Part-time

Place of Employment and Address:	Position Title:
Phone Number:	Reason for Leaving:
Supervisor's Name and Title:	Dates of Employment: From _____ to _____
Current Rate of Pay:	Type of Employment: Full-time Part-time

Place of Employment and Address:	Position Title:
Phone Number:	Reason for Leaving:
Supervisor's Name and Title:	Dates of Employment: From _____ to _____
Current Rate of Pay:	Type of Employment: Full-time Part-time

May we contact your current employer? Yes No

References

List work or school related references only. Please do not list family members.

Name	Title	Place of Employment	Phone

Agreement, Authorization and Release

Please read carefully before signing.

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by BCPL.

I understand and acknowledge that this is an application for employment and that nothing contained in this application or in the granting of an interview is intended to create a contract of employment. I understand that if an employment relationship is established, I will have the right to terminate my employment, with or without cause, for any reason at any time, and that BCPL retains a similar right. I agree that if I am employed by BCPL, my employment may be terminated at any time without liability except such wages that may have been earned at the date of such termination.

I understand and agree that all information furnished in this application may be verified by BCPL. I also understand that any employment is subject to a satisfactory check of references and other background checks as required for the position that I am applying for. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give BCPL all information relative to my employment, work habits, and character and hereby release such individuals, organizations and BCPL from any liability for any claim or damage which may result.

I understand that applicants who do not meet the minimum qualification requirements for the position will not be considered. If the position requires a degree or certification I must provide a copy of transcripts for all coursework completed. If a degree or certificate was awarded outside the United States, I must prove equivalency.

I understand that if I am selected for appointment to a position at BCPL, I will be given a physical examination and/or drug screening on the basis of which I may or may not be accepted for appointment. (If scheduled for an interview, applicants who apply electronically will be asked to sign the day of the interview.)

Signature

Date

Polygraph Notice

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.”

I hereby acknowledge that I have read and understand the polygraph notice written above.
(Separate signature required by Maryland law. If scheduled for an interview, applicants who apply electronically will be asked to sign the day of the interview.)

Signature

Date

This application will become inactive at the end of 90 days from the filing date and will be effective only for the position(s) specified on the application. After 90 days you must reapply by completing another BCPL employment application. If you do not complete all sections, it will result in the rejection of this application.