



Application for Employment

Project PLASE, Inc.
 3601 Old Frederick Rd.
 Baltimore, MD 21229
 410-837-1400
 410-505-1285 (fax)
resume@projectplase.org

To Applicant:

Project PLASE, Inc. ("the Company") is an Equal Employment Opportunity Affirmative Action Employer. The Company adheres to a policy of making all employment decisions without regard to race, color, sex, religion, national origin, age, disability, veteran status, citizenship or any other protected classification which may be applicable under Maryland law.

Please complete and sign your application form. Failure to complete and/or sign the application will result in the application not being considered. This application for the applied position will remain active until the position is filled or for a period of 1 year after the date of application, whichever occurs first.

Date of Application: _____

Personal Information	Last Name	First Name	M.I.
	Street Address		
	Street Address 2		
	City, State & ZIP3601		
	Phone 1	Phone 2	
	Social Security Number		
	E-mail		

Position Information	Position Seeking	Salary Expectation
	Hours Available To Work and whether seeking Part-time or Full-time employment	
	Days Available	
	Will you work overtime if needed?	
	If you are offered a position, can you provide documentation demonstrating you are eligible to work in the United States?	
	If you are offered a position, when would you be able to begin?	
	Can you travel if required by the position?	

Criminal Information	<p>Have you ever been CONVICTED of a misdemeanor (other than traffic violations) or a felony? Do not include convictions for which the records were sealed or expunged. A conviction will not automatically disqualify an applicant from a particular position.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'yes', please list nature of the offenses, dates of conviction and dates of incarcerations in the space below.</p>

Employment Background	<p>Please list each position you have held in the last 10 years. Start with your most recent/current position first working chronologically backwards. Please account for any time lapses during which you were not employed, except for time lapses resulting from a medical condition or disability. Included military service assignments. You may also include volunteer positions as well. If you need additional space, please request for additional application addendum.</p> <p>NOTE REGARDING MILITARY SERVICE: A dishonorable discharge is not an absolute bar to employment. Do not include information regarding service in the military of a foreign country.</p>					
	Dates (Month/Year)		Name and Address of Employer	Rate of Pay		Supervisor's Name, Title and Phone Number
	From	To		Start	Finish	
	Reason for leaving:					
	Describe your position and responsibilities:					
	Dates (Month/Year)		Name and Address of Employer	Rate of Pay		Supervisor's Name, Title and Phone Number
	From	To		Start	Finish	
	Reason for leaving:					
	Describe your position and responsibilities:					
	Dates (Month/Year)		Name and Address of Employer	Rate of Pay		Supervisor's Name, Title and Phone Number
From	To	Start		Finish		
Reason for leaving:						
Describe your position and responsibilities:						

Educational Background	Type of School	Name & Location	Course or Major	Graduate?	Degree
	Post Graduate				
	College/University				
	High School				
	Business or Trade				
	Other				

Reference Information	Please list three professional references (not including relatives)			
	Name & Title	Address	Phone	Relationship to Applicant

Other Background Information	Have you ever been terminated for cause (e.g., violation of company policy)? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If you answered "yes", please explain: _____

	Have you previously applied to Project PLASE? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If you answered "yes", when: _____

List any relatives employed by Project PLASE: _____	

THIS APPLICATION IS NOT COMPLETE UNTIL SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

Initial: _____ Under Maryland law, and 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.

Initial: _____ Maryland is an "at will" state, Project PLASE is an "at will" employer. I understand that if hired, this means that either I am or Project PLASE is free to terminate the employment relationship at any time with or without prior notice.

Initial: _____ I understand that this application is not intended to create, nor should it be construed to create, an express or implied contract of employment. It does not create contractual obligations of any kind.

Initial: _____ I understand that failure to produce documentation of my right to work in the United State and failure to retain valid work authorization is grounds for refusal to hire or dismissal if I am employed.

Initial: _____ I authorize the investigation of all matters contained in this application in compliance with the Fair Credit Reporting Act, including criminal background check, at any time during the course of my employment and hereby give Project PLASE permission to directly or through a third party contact schools, previous employers, references and other. I hereby release Project PLASE and those it contacts from any liability whatsoever as a result of such contact and the information provided and received as a result of such contact.

Initial: _____ Under penalty of perjury I, the applicant, declare and affirm that I have not been convicted of, nor am I the subject of pending charge(s) for the commission or attempt to commit Murder, Sexual Abuse of Children or Adults, Rape, Child Pornography, Child Abduction, Kidnapping or a Child or Adult as defined under Article 27(Sub-section 464, 464A, 464B and 464C) of the Annotated Code of Maryland.

I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Signature

Date