

MONTGOMERY COUNTY REVENUE AUTHORITY

101 Monroe Street, Suite 410 · Rockville, MD 20850

Phone: (301) 762-9080

EMPLOYMENT APPLICATION

It is the policy and practice of the Montgomery County Revenue Authority (MCRA) to select new employees and to promote current employees based on qualifications only, without regard to race, religion, color, national origin, gender, marital status, age, sexual orientation, or disability.

Position Desired: _____ Location: _____

Date Available: _____ Available for: Full-time Part-time Seasonal

PERSONAL INFORMATION:

Name: _____
Last First Middle Prefer to be Called (nickname)

Address: _____

Telephone (please include area code):

Home: (____) ____ - _____ Present Work: (____) ____ - _____ Other: (____) ____ - _____
(Optional)

Have you ever been an applicant or an employee of the MCRA? Yes No

If YES: Prior Applicant Former Employee

Date of Application or Employment: From _____ to _____

Position Applied for or Held: _____

EDUCATION AND TRAINING:

Highest Grade Level Completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate? Yes No Date: _____

Colleges and Universities Attended

School Name, City, and State: _____

Type of Diploma/Degree Obtained: _____ Major: _____

Dates Attended: From _____ to _____

GENERAL INFORMATION:

Have you ever been dismissed or asked to resign from any position? Yes No
If yes, please explain below:

Employment History:

Present or Most Recent Position:

Employer Name: _____

Term of Employment: From _____ to _____

Salary: Starting \$_____ to Ending \$_____ Per Hour Year

Address: _____

Telephone (please include area code): (____) _____ - _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

Number and Kind of Employees Supervised: _____

Job Title and Duties: _____

Please list below any additional information you consider pertinent to your application for employment (including school honors, organization memberships, military service, volunteer service, unique skills, etc.):

PLEASE READ BEFORE SIGNING:

APPLICANT'S CERTIFICATION AND AGREEMENT:

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize MCRA to make an investigation of any of the facts set forth in this application.

I authorize my previous employers, schools, or persons named as references to give any information regarding employment, educational, or volunteer record. I agree that MCRA and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions, or answers made by me on this application. If I am employed with MCRA, I will comply with all rules and regulations as set forth in any communication distributed to employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I understand that employment with MCRA is "at will," which means that either I or MCRA can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of MCRA, other than the Executive Director, has any authority to alter the foregoing.

Date: _____ Applicant's Signature: _____

NOTICE UNDER MD CODE ANN., LAB. & EMPL. SEC. 3-702

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

Date: _____ Applicant's Signature: _____

Thank you for your interest in the Montgomery County Revenue Authority.

An Equal Opportunity Employer.

Please email completed application to: jgilson@mcra-md.com