



The GreenMount School, Incorporated is an Equal Opportunity Employer. The GreenMount School does not discriminate on the basis of gender, creed, religion, disability, sexual orientation, color, or national/ethnic origin. As an accredited member of the Association of Independent Maryland Schools (AIMS), the School abides by the AIMS Principles of Good Practice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employment Application

Position Applying For: _____

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Have you applied for employment with GreenMount before? YES NO Have you been employed with GreenMount? YES NO
Reason for leaving? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked under another name? YES NO If yes, list names. _____

Have you ever been convicted of any violation of the law other than a traffic violation? YES NO If yes, give date, place of conviction, charge and disposition: _____

Note: A conviction record will not necessarily bar you from employment. Each application will be individually considered on its own merits, taking into account such factors as the nature and seriousness of the violation, how long ago it occurred and rehabilitation.

Are you the subject of a probation before judgement disposition, a not criminally responsible disposition, or any pending criminal charges without a final disposition? YES NO

If yes, state nature of judgement, disposition or charge and date: _____

Education (Please include professional certifications.)

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree / Major: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree / Major: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Previous Employment

Please fill out application completely, even if doing so duplicates your resume. Begin with your most recent employment. MUST include ALL former and current places of employment where you have worked or work in contact with minors. Attach additional sheets if needed.

Company: _____ Phone: _____

Address: _____ Fax: _____

Supervisor: _____ Title: _____ Email: _____

Job Title: _____

Describe Work: _____

Dates From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Fax: _____

Supervisor: _____ Title: _____ Email: _____

Job Title: _____

Describe Work: _____

Dates From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Fax: _____

Supervisor: _____ Title: _____ Email: _____

Job Title: _____

Describe Work: _____

Dates From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Fax: _____

Supervisor: _____ Title: _____ Email: _____

Job Title: _____

Describe Work: _____

Dates From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Fax: _____

Supervisor: _____ Title: _____ Email: _____

Job Title: _____

Describe Work: _____

Dates From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Maryland state law mandates employees of an educational institution are fingerprinted and have a criminal background check. The state also requires that information is obtained from current and former employers to ensure the safety of our students. Employment or continued employment will be contingent upon the results.

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

Signature: _____ Date: _____

I certify that this application contains no willful misrepresentation or falsification and that this information given by me is true and complete to the best of my knowledge and belief. I authorize The GreenMount School to contact all sources to verify the information on this application. I understand that any falsification, misrepresentation, or fraudulent information provided by me in connection with my application for employment is sufficient grounds for withdrawal of an employment offer or immediate discharge. I authorize and request my former employers, references, and educational institutions which have information about me, to give The GreenMount School any and all information and opinions about me in their possession and which may lawfully be disclosed. I hereby waive written notice of such release of information and opinions, and release such former employers, references, and educational institutions from any liability or claim relating to such release of information and opinions. I also authorize and request federal, state, and local governmental agencies to release to The GreenMount School any information requested concerning any criminal convictions on my record. A photocopy of this signed authorization and waiver shall be valid as an original. I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time with or without reason or notice at the option of either The GreenMount School or myself. Further, I understand that no officer, agent, representative or employee of The GreenMount School has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to that contained in the previous sentence. I also authorize The GreenMount School to deduct from my wages any amounts which may be due it as a result of overpayment of wages, loss or destruction of its property of any other amounts which I may lawfully owe The GreenMount School, or for which I have received full consideration. In the event I become an employee of The GreenMount School, I agree to comply with all rules and regulations and understand I may be terminated or disciplined for any violations.

Signature: _____ Date: _____

Per Md. Code, Educ. §6-113.2 (House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention), applicants are required to provide information pertaining to past allegations of “child sexual abuse” or “sexual misconduct” from previous or current employers. In order to comply with this requirement, please fill out an **Employment History Review Form** for each past or current employer where you had regular contact with minors. If you have never worked in contact with minors, you should indicate that by filling out a form and checking the box on page two. Please bring the forms with you if you are contacted to come in for an interview. Once we receive your forms, we will send them to the employers you have identified. If you have any questions about the forms, please contact our Business Office at 410-235-6295.

Thank you for your interest and completing this application for The GreenMount School, Inc.