



APPLICATION FOR EMPLOYMENT

357 Pier 1 Rd., Stevensville, MD 21666

410-604-0999

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER
Page 1 of 2

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

DATE: _____

PERSONAL INFORMATION

NAME (LAST)		(FIRST)	(MIDDLE)	SOCIAL SECURITY NUMBER	
PRESENT ADDRESS			CITY	STATE	ZIP CODE
PERMANENT ADDRESS			CITY	STATE	ZIP CODE
PHONE NO.	CELL NO.		E-MAIL ADDRESS		

EMPLOYMENT DESIRED

POSITION		DATE YOU CAN START		SALARY DESIRED	
ARE YOU EMPLOYED?	YES	NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER	YES	NO
EVER APPLIED TO THIS COMPANY BEFORE?		YES	NO	WHEN?	
HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO					
IF YES, GIVE THE DATE, PLACE OF CONVICTION, CHARGE AND DISPOSITION OF EACH CASE: _____					
DAYS/HOURS AVAILABLE TO WORK:			HOW MANY HOURS CAN YOU WORK WEEKLY? _____		
NO PEF _____	WED _____	SAT _____	FULL-TIME ONLY _____		
MON _____	THUR _____	SUN _____	PART-TIME ONLY _____		
TUE _____	FRI _____		FULL OR PART-TIME _____		
(PLEASE CHECK ALL THAT APPLY)			(PLEASE CHECK ONE)		

	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED DEGREE EARNED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE AND/OR GRAD SCHOOL				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

FORMER EMPLOYERS

(LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME, ADDRESS & PHONE # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

(CONTINUED ON OTHER SIDE)

Application for Employment

REFERENCES

Please print all information requested except for signature

LIST THE NAMES OF THREE PERSONS **NOT RELATED TO YOU**, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1			
2			
3			


AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

I understand that employment at the company is "at will", which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis.

DATE  _____ SIGNATURE  _____

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. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Applicant please sign to acknowledge reading of this notice.



SIGNATURE

INTERVIEWED BY _____ DATE _____

DO NOT WRITE BELOW THIS LINE

REMARKS

NEATNESS			CHARACTER		
PERSONALITY			ABILITY		
HIRED	DEPT	POSITION		WILL REPORT	SALARY WAGES

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER

Consent to Reference and Background Check Form

I, _____, have received, read, understand and agree to the Background Check policy in its entirety. If I had questions regarding the policy I have asked and received explanations, eliminating any confusion I may have had. I have also been advised that any future questions can be directed to Human Resources.

I hereby authorize Bay Bridge Marina Waterfront Restaurant, LLC (Company) to conduct any and all reference and background checks it desires that are listed under the terms of the Background Check Policy, and with this I authorize the Company to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Company, and release them of all liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of all information that I have provided, and also release my educational transcripts to the Company for education verification purposes.

I understand and agree that the results of my reference and background checks may affect the employment decision Bay Bridge Marina Waterfront Restaurant, LLC, and I hereby release Bay Bridge Marina Waterfront Restaurant, LLC from any and all claims which may result from my reference and background check results.

I also understand that the Background Check Policy is subject to change without notice, in order to maintain compliance with government and industry standards, and Company policy.

Employee Signature:

Employee Printed Name: LAST, FIRST, MIDDLE

Employee Social Security Number

Date Received By Human Resources:

Background Check Policy

Bay Bridge Marina Waterfront Restaurant, LLC carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

Bay Bridge Marina Waterfront Restaurant, LLC may conduct background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be completed during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, the company has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides the company with information on the potential employee's work ethic, skills and performance.

Information obtained from the background check process, including information from professional and personal references, will be used by the company only as part of the employment process and will be kept confidential by Human Resources.