MARYLAND PREP FOOTBALL CONFERENCE

APPLICATION FOR EMPLOYMENT

Name: \_ Home Address:

Home Telephone: (\_ ) Best phone # to reach the applicant:

Best time to call the applicant: E-mail:

Position applied for:

Are you currently employed? Yes No Are you currently under an employment contract? Yes No

When would you be available to begin work at MPFC? Indicate below any dates/times in the near future when you would be unavailable to work at MPFC.

Have you been employed at MPFC before? Yes No If yes, when? From to

REFERENCES: Please list three people MPFC may contact about your qualifications, character, work ethic, etc. Name Address Telephone Email

1.

2.

3.

EDUCATION –Circle the highest level of school you have completed.

School Grade: 1 2 3 4 5 6 7 8 9 10 11 12 GED Did you earn a high school diploma? Yes No

Vocational Training (years): 1 2 3 4

SCHOOLS ATTENDED

High School

College

Graduate School

Vocational or Trade Training Programs

School Name and Location

Dates Attended

(mo/yr – mo/yr)

Date Diploma earned: Degree and Major: Degree, Area of study Training Specialties:

Continuing Education completed:

Certificates or licenses obtained:

Special training, knowledge, or skills that qualify you for the position for which you are applying:

EMPLOYMENT EXPERIENCE: List all your previous work experience, beginning with your current or most recent job.

Use additional sheets if necessary or to account for all periods of unemployment.

Current or most recent Employer:

Address:

Telephone: (\_ \_)

Applicant has been (was) employed there from (mo/yr): to

Position and Duties:

Employee’s Reason for Leaving:

May MPFC contact this employer about the applicant’s job performance? Yes No

If no, please explain:

Person to Contact:

Telephone: (\_ ) or E-Mail:

Previous Employer:

Telephone: (\_ \_)

Applicant was employed there from (mo/yr): to

Position and Duties:

Employee’s Reason for Leaving:

May MPFC contact this employer about the applicant’s job performance? Yes No

If no, please explain:

Person to Contact:

Telephone: (\_ ) or E-Mail:

Previous Employer:

Telephone: (\_ \_)

Applicant was employed there from (mo/yr): to

Position and Duties:

Employee’s Reason for Leaving:

May MPFC contact this employer about the applicant’s job performance? Yes No

If no, please explain:

Person to Contact:

Telephone: (\_ ) or E-Mail:

**Non-Discrimination Statement**

*It is the policy of East Coast Prep to provide equal opportunity with regard to all terms and conditions of employment. The Academy complies with federal and state laws prohibiting discrimination on the basis of race, color, ethnicity, religion, age, national origin, marital status, disability, sex, or any other legally protected characteristic.*

PERSONAL INFORMATION

1. Have you ever been discharged or requested to resign from an employment position? Yes No

2. Have you ever been refused renewal of an employment contract? Yes No

3. Have you ever been convicted of a violation of law other than a minor traffic violation—including but not limited to any misdemeanor or driving while intoxicated, even if you served no time in incarceration (jail or prison)? Yes No

4. Have you been convicted of, or pled guilty or nolo contendere to the charge of, a felony? Yes No

5. Have you convicted of, or pled guilty or nolo contendere to, the charge of any crime of moral turpitude, obscenity, sexual molestation, physical or sexual abuse, or rape? Yes No

6. Have you ever been convicted of, or pled guilty or nolo contendere to, the charge of possession, use, or

distribution of drugs or controlled substances? Yes No

7. Has a Social Services Department, Child Protective Services Unit or any other governmental agency ever determined that charges against you of child abuse or neglect are founded, or probably founded, or present reason to suspect, or similar findings? Yes No

8. a) Do you have any conditions or know of factors that could hinder your job performance? Yes No

b) Do you require reasonable accommodations(s) to perform the job for which you have applied? Yes No

If you answered YES to any Personal Information questions, please attach a statement explaining each.

ADDITIONAL INFORMATION

If this application has not allowed you to summarize adequately your background and qualifications for

employment, please provide additional information you deem appropriate. (Attach sheets separately.)

**Authorization and Consent for Criminal Record Check**

By initialing below I authorize MARYLAND PREP FOOTBALL CONFERENC E (“MPFC”) to conduct an investigation of my work history and of any police records pertaining to me, and I authorize the release of all such information to MPFC in connection with my application for employment. Investigation may include but is not limited to criminal charges and convictions or civil claims, driving records, previous employment and education, personal and professional references, and other sources MPFC deems appropriate. I waive my right of access to such information, and without limitation release MPFC and the reference sources from liability in connection with its use or release. This release includes information from the following sources as illustrative examples: local, state, and federal law enforcement agencies; Central Criminal Records Exchange (data on all criminal convictions); any State’s Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to investigations of child abuse or neglect. I understand that such information is privileged, confidential, and used only to determine my qualifications for employment and job assignment.

APPLICANT—INITIAL HERE TO SIGNIFY AUTHORIZATION/CONSENT:

**Notification to Applicant that MPFC may obtain a consumer credit report.**

In compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Credit Reporting Reform Act of 1996) and applicable state law, this notice is to inform you that a consumer credit report may be obtained in connection with your application and/or your employment with MPFC.

**Authorization and Consent for Consumer Credit Investigation**

By initialing below I authorize MPFC to obtain a consumer credit report on me. I also acknowledge and certify that MPFC has agreed to provide me, at my request, with a copy of the above prior written notification that a consumer credit report may be obtained on me, as well as a copy of this authorization.

APPLICANT—INITIAL HERE TO SIGNIFY AUTHORIZATION/CONSENT:

**Verification of Application Responses**

I certify unconditionally that I have made true, correct, and complete answers and statements on this application knowing that MPFC may rely upon them in considering me for employment. I acknowledge that these questions are continuing in nature, and that I have a duty to change or amplify my answers to guarantee their accuracy at all times. I understand that any omission or any misleading or false statement I make or imply, whether written or oral, will be sufficient grounds not to employ me or for my immediate discharge should I become employed with MPFC. In the event MPFC determines, in its sole discretion, the

existence of a material adverse report or omission as to any information, I agree that the employment offer will be deemed revoked immediately without further action, notice, or process. I understand that testing may be required in applying for some

positions, and I agree to such testing as MPFC deems necessary.

If accepted for employment, I hereby agree to abide by all MPFC employment policies, regulations, and directives.

APPLICANT’S SIGNATURE: DATE: