



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Human Resources Division, Recruitment and Selection Services

EMPLOYMENT APPLICATION

(For New and In-House Applicants)

Do not write in this space
Position#
Job#
Title
Education
Source
Disposition
Diversity Group



6611 Kenilworth Avenue, Suite 103 Riverdale, MD 20737

(301) 454-1411

TTY (301) 454-1410 FAX (301) 454-1404 Jobline (301) 454-1401

www.mncppc.org/jobs/

UNDER THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, AN EMPLOYER IS REQUIRED TO EMPLOY ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. APPLICANTS WHO ARE SELECTED FOR EMPLOYMENT WILL BE REQUIRED TO SHOW AND VERIFY AUTHORIZATION TO WORK IN THE UNITED STATES.

Answer every question on the form clearly and completely. Indicate "not applicable" (N/A) where appropriate. All statements are subject to investigation and verification. Entire application should be completed in ink or typed. It is the policy of the Commission to provide equal opportunity to all employees and applicants for employment, in all terms, privileges, and conditions of employment without regard to race, gender, age, religion, color, national origin, disability, sexual preference, or any other non-merit factors.

In an effort to provide equal opportunity employment, the Commission is in full compliance with the provisions of the Americans with Disabilities Act. The Commission will provide reasonable accommodation to known limitations of otherwise qualified applicants with disabilities. Applicants requiring reasonable accommodations should contact Recruitment and Selection Services at telephone number (301) 454-1411 (office), (301) 454-1404 (FAX), (301) 454-1410 (TTY).

1. POSITION TITLE \_\_\_\_\_ POSITION # \_\_\_\_\_ BULLETIN # \_\_\_\_\_
(The Commission requires a separate application for each position. Applications containing multiple position numbers will be processed for only the first position listed).

2. NAME \_\_\_\_\_
(LAST) (FIRST) (MIDDLE INITIAL)

3. ADDRESS \_\_\_\_\_
(NO.) (STREET) (CITY, STATE & ZIP)

4. TELEPHONE NO. \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ SSN: \_\_\_\_\_ EMAIL: \_\_\_\_\_
(HOME) (WORK) (CELL/MOBILE)

5. HAVE YOU EVER BEEN EMPLOYED WITH THE COMMISSION?
[ ] YES [ ] NO (If so, please provide details in Item #20 to include Position Title, Supervisor Name, Department Name, dates of employment, reason for leaving, and beginning and ending salary.)

6. DO YOU HAVE A RELATIVE CURRENTLY EMPLOYED WITH THE COMMISSION?
[ ] YES [ ] NO (If Yes, give details in Item #20)

7. PARK POLICE APPLICANTS ONLY
a. Have you previously applied for a Park Police position? If yes, give date \_\_\_\_\_
b. Are you a citizen of the United States? [ ] YES [ ] NO (If answer is No, give details in Item #20).
c. Are you at least 21 years of age? [ ] YES [ ] NO
d. Have you ever served in the United States Armed Forces? [ ] YES [ ] NO (If answer is Yes, complete items below)
Branch \_\_\_\_\_ Dates of Service: from \_\_\_\_\_ to \_\_\_\_\_
e. Have you ever been denied employment with another police agency? [ ] YES [ ] NO
All Park Police Applicants MUST answer question #20 and provide details

8. EDUCATION: Circle highest level completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
(HS) (BA/BS)(MA/MS) (PhD)

Name and Address of Last High School Attended: \_\_\_\_\_

\_\_\_\_\_ Date Graduated \_\_\_\_\_

GED: [ ] YES; [ ] NO: Issuing State \_\_\_\_\_ Date of Certificate \_\_\_\_\_

EDUCATION (continued)

Colleges, Universities, or Business Schools Attended:  
 Name and Location Date Major Minor Degrees Awarded  
 (or completed Credits)

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Please List Relevant Post High School Level Courses:  
 Course Title School Certificate/Credits

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Military/Trade/Technical/IT/Certificate Programs Attended:  
 Name and Location Date Certificate/Diploma Awarded

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Computer Skills/Software Type and Proficiency:

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Typing \_\_\_\_\_W.P.M. Date of last passing score attained at M-NCPPC\_\_\_\_\_

9. EXPERIENCE List present (or most recent) employment first. Please include military, part-time, paid or non-paid experience.

a. Name of Employer\_\_\_\_\_

Address of Employer\_\_\_\_\_

Employer's Telephone # \_\_\_\_\_ Hours Worked Per Week\_\_\_\_\_

Title of Position\_\_\_\_\_ Dates of Employment: from\_\_\_\_\_ to\_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Name and Title of Supervisor\_\_\_\_\_

Description of Duties and Responsibilities\_\_\_\_\_

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Reason for Leaving\_\_\_\_\_

b. Name of Employer\_\_\_\_\_

Address of Employer\_\_\_\_\_

Employer's Telephone # \_\_\_\_\_ Hours Worked Per Week\_\_\_\_\_

Title of Position\_\_\_\_\_ Dates of Employment: from\_\_\_\_\_ to\_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_

Name and Title of Supervisor\_\_\_\_\_

Description of Duties and Responsibilities\_\_\_\_\_

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Reason for Leaving\_\_\_\_\_

EXPERIENCE (continued)

c. Name of Employer \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Employer's Telephone # \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Title of Position \_\_\_\_\_ Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Name and Title of Supervisor \_\_\_\_\_  
Description of Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

d. Name of Employer \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
Employer's Telephone # \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Title of Position \_\_\_\_\_ Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
Starting Salary \$ \_\_\_\_\_ Ending Salary \$ \_\_\_\_\_  
Name and Title of Supervisor \_\_\_\_\_  
Description of Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

10. PLEASE INDICATE HOW YOU LEARNED ABOUT THE JOB OPENING:

- M-NCPPC Website Announcement     Employee Referral. Name of Referring Employee \_\_\_\_\_  
 M-NCPC Job Opportunity Bulletin     Commission Newsletter (UPDATE)  
 Internet Site (please name the Site) \_\_\_\_\_     Other \_\_\_\_\_

11. MEMBERSHIPS: List below any membership affiliation which you consider pertinent to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. PUBLICATIONS: List below the publications for which you are directly responsible and which you consider pertinent to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. REFERENCES. Please list names of other references (not already provided in the Application), to include prior Supervisors, Team Leads or Faculty Members that provided oversight to prior work performance.

Name	Job Title	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. INQUIRIES. May we contact your present employer concerning your work performance? [ ] Yes [ ] No  
If answer is "no", provide details in Item #20.

15. DESIRED SALARY \$ \_\_\_\_\_ Per year DATE OF AVAILABILITY \_\_\_\_\_

16. Are you willing to accept: [ ] Part-Time Employment [ ] Temporary Full-Time Employment

17. Do you possess a valid driver's license? [ ] YES [ ] NO Class: \_\_\_\_\_ Type: \_\_\_\_\_ ID#: \_\_\_\_\_  
Issued by State of \_\_\_\_\_ Present point assessment \_\_\_\_\_ (Give details in Item #20).

18. PREFERRED JOB LOCATION: [ ] Prince George's County [ ] Montgomery County

19. BACKGROUND INFORMATION. Have you ever been convicted, imprisoned, on probation, or on parole for a crime other than minor traffic violations by a civilian or military authority? Your answer should include information on felonies, misdemeanors, probations before judgment, convictions resulting from pleas of nolo contendere (no contest), and/or all other offenses. [ ] YES [ ] NO

Are you now under charges for any offense(s) against the law other than minor traffic violations? [ ] YES [ ] NO

If your response is 'YES' to either question, you must provide complete details in item 20 below, that include dates, explanation of the violation, place of occurrence, disposition/sentence and the name and location of the police department or court involved. Criminal convictions or arrests do not constitute an absolute bar to employment with the Commission. The Commission will consider, among other things, the relevance of the conviction to the employment sought. Applicants are advised that any undisclosed previous conviction shall be considered grounds for rejection of the application, or if hired, grounds for dismissal.

20. SUPPLEMENTAL INFORMATION (Attach additional sheet, if necessary)

Item No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

"UNDER MARYLAND LAW AN 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 \$100.00."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

ALL APPLICANTS MUST ACKNOWLEDGE THE NOTICE ABOVE, BY SIGNATURE, ON THE SPACE ABOVE. FAILURE TO SIGN WILL RESULT IN REJECTION OF THE APPLICATION.

22. I, the undersigned, certify that the information stated on this application is true, complete, and correct to the best of my knowledge and belief and is made in good faith. I authorize the release of any information provided herein to the Commission, as appropriate, to determine any eligibility for the position(s) for which I have applied. Any false statements made by me may be used as a basis for rejection of this application, or if hired, may be used as grounds for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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Riverdale, Maryland 20737  
[www.mncppc.org/jobs/](http://www.mncppc.org/jobs/)

OPTIONAL SUPPLEMENT TO EMPLOYMENT APPLICATION

To the Applicant:

We request that each applicant complete this optional questionnaire.

This information is requested as a part of our Equal Employment Opportunity Program to assist this Commission in complying with Equal Employment Opportunity Commission Reporting Guidelines.

The material will be treated confidentially and will be reviewed for statistical purposes only.

Completion of this form will not be used to determine eligibility.

a. Sex     MALE             FEMALE

b. Race    WHITE         BLACK     HISPANIC

ASIAN/PACIFIC ISLANDER     AMERICAN INDIAN or ALASKAN NATIVE