

EMPLOYMENT APPLICATION
Office of Human Resources
MONTGOMERY COUNTY PUBLIC SCHOOLS
7361 Calhoun Place, Suite 401
Rockville, Maryland 20855
(301) 279-3515
TTY: (301) 279-3928

Position(s) for which you are applying:

1. _____

2. _____

3. _____

For Office Use Only

Web Site: www.montgomeryschoolsmd.org

PLEASE TYPE OR PRINT

1. Social Security Number _____ - _____ - _____ 2. Date ____/____/____
3. Name _____
Last First Middle Other
4. Permanent Address _____
Street Apt # City State ZIP Code
5. Temporary Address _____
Street Apt # City State ZIP Code
6. Home Phone _____ - _____ - _____ Work Phone _____ - _____ - _____ Other _____ - _____ - _____
7. Person to contact if you are not available at the above address: E-mail address _____
 Name _____ Home Phone _____ - _____ - _____ Work Phone _____ - _____ - _____
8. Have you previously filed an application with MCPS? No Yes If "Yes," date of application _____
9. Have you taken any Montgomery County Public Schools employment tests? No Yes
 If "Yes," name tests _____ Dates _____
10. Have you previously been employed by Montgomery County Public Schools, Montgomery College, or the Montgomery County Government?
 No Yes If "Yes," where _____ Dates _____
11. Indicate any foreign languages you can speak, read, and/or write _____

12. **Bus Operator Applicants and All Applicants Under 18 Years of Age ONLY:** Date of Birth ____/____/____
Please do not provide this information if you are over 18 and applying for any position other than bus operator.

13. **EDUCATION:**

High School Location	Dates of Attendance	Last Grade Completed	Graduation Date
1.			
2.			

College/University and Location (include all attended)	Dates of Attendance	Major/Minor Field(s) of Study	Degree	Conferral Date
1.				
2.				
3.				
4.				
5.				

16. **EMPLOYMENT EXPERIENCE:** List all employment (except U.S. Armed Forces) in chronological order, with present employment first. ANY VOIDS IN THE CHRONOLOGICAL ORDER MUST BE EXPLAINED ON A SEPARATE ATTACHMENT. **Substitute teaching and/or part-time teaching should be clearly labeled under "Position Held."** (Use additional paper if necessary.)

PRESENT EMPLOYMENT: Dates from ____/____/____ to ____/____/____

Name and Address of School or Employer _____

Position Held _____ Duties _____

Name of Supervisor/Principal _____ Telephone No. ____-____-____

Salary or Hourly Wage _____ Reason for Leaving _____

Did you receive any disciplinary action? No Yes If "Yes," explain _____

NEXT MOST RECENT EMPLOYMENT: Dates from ____/____/____ to ____/____/____

Name and Address of School or Employer _____

Position Held _____ Duties _____

Name of Supervisor/Principal _____ Telephone No. ____-____-____

Salary or Hourly Wage _____ Reason for Leaving _____

Did you receive any disciplinary action? No Yes If "Yes," explain _____

NEXT MOST RECENT EMPLOYMENT: Dates from ____/____/____ to ____/____/____

Name and Address of School or Employer _____

Position Held _____ Duties _____

Name of Supervisor/Principal _____ Telephone Number ____-____-____

Salary or Hourly Wage _____ Reason for Leaving _____

Did you receive any disciplinary action? No Yes If "Yes," explain _____

NEXT MOST RECENT EMPLOYMENT: Dates from ____/____/____ to ____/____/____

Name and Address of School or Employer _____

Position Held _____ Duties _____

Name of Supervisor/Principal _____ Telephone Number ____-____-____

Salary or Hourly Wage _____ Reason for Leaving _____

Did you receive any disciplinary action? No Yes If "Yes," explain _____

MONTGOMERY COUNTY PUBLIC SCHOOLS

(Must be completed by all job applicants)

Printed Name (last name, first name, m.i.)

Social Security Number

Telephone Number

Thank you for your interest in Montgomery County Public Schools (MCPS). The information you provide on this form will help us relate your career objectives to our needs and describes important conditions of employment.

Check all that apply: I am interested in part-time positions full-time positions substitute teaching

I previously worked for MCPS from (mo./yr) ____/____ to ____/____.

I previously taught in the State of Maryland, _____ County.

I hold a currently valid Maryland teaching certificate. No Yes

Work Authorization: Are you authorized to work in the U.S.? Yes No

New employees, at their own expense, must be fingerprinted and submit to a criminal records check. If you answer "Yes" to any of the following questions, a written explanation and disposition must be provided on a separate sheet. A criminal offense will not necessarily bar employment. Factors such as passage of time since the offense, the nature of the violation, and the extent of rehabilitation will be taken into account when determining eligibility for employment.

a) Have you ever been arrested?	<input type="checkbox"/> No <input type="checkbox"/> Yes
b) Have you ever been discharged or forced to resign from a position?	<input type="checkbox"/> No <input type="checkbox"/> Yes
c) Are any criminal charges or proceedings pending against you?	<input type="checkbox"/> No <input type="checkbox"/> Yes
d) Have you been convicted of, pleaded guilty or <i>Nolo Contendere</i> to, or received probation before judgment for any crime against children, a crime of violence, or for any crime involving a Controlled Dangerous Substance (CDS)?	<input type="checkbox"/> No <input type="checkbox"/> Yes
e) Have you ever been charged with Driving Under the Influence (DUI), Driving While Intoxicated (DWI), or Driving While Impaired?	<input type="checkbox"/> No <input type="checkbox"/> Yes

CONDITIONS OF EMPLOYMENT:

All employees (except substitute teachers and other temporary employees) are required to become members of the pension system and must submit an acceptable document for proof of date of birth to accompany retirement enrollment forms at the time of employment.

It is the applicants responsibility to request and authorize the release of references and official transcripts upon request of the Office of Human Resources. This form and all other documents submitted shall become the property of MCPS. The Office of Human Resources has my permission to contact all past and present employers.

I hereby release my current employer and all former employers and authorize them to disclose to MCPS copies of any and all information and/or documents, including any confidential information or documents, relating to my employment with them. In the interest of full disclosure, I voluntarily agree to the above disclosures and shall hold harmless my current and former employers who provide such information.

BUS OPERATORS: If it is a requirement of the Montgomery County Public Schools policies and Maryland law that all candidates for school bus operator positions pass a preemployment physical examination and drug and alcohol screening. This examination will be given by a designated physician at the expense of Montgomery County Public Schools. Arrangements for this examination will be made by the Department of Transportation.

STATEMENT ON DRUG ABUSE: All employees of the school system are expected to convey by their actions, deeds, and teachings that they do not in any way encourage or condone drug abuse. Any proven illegal action relating to drugs by any school system employee or student continues to be grounds for immediate dismissal.

DRUG-FREE WORK PLACE PROVISION: I understand and acknowledge that Montgomery County Public Schools has a written policy providing for a drug-free workplace. I agree that, if I am employed, I will abide by the terms of that policy and all MCPS policies regarding drugs and their use. I further agree that I will notify the Office of Human Resources of any criminal drug conviction or violation occurring in the workplace no later than five (5) days after such conviction.

FYI: Montgomery County Public Schools is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, sex, color, religion, national origin, disability, veteran status, or marital status in accordance with applicable laws. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the MCPS human resources compliance specialist.

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or an 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.

Read Carefully: The information submitted on this form is accurate to the best of my knowledge. I concur with the above statements and conditions of employment. **I understand that falsification of any information submitted as part of my application shall be cause for dismissal from service.** I certify that I have read the above statements, understand their meanings and implications, and will comply if employed.

Applicant's Signature

_____/_____/_____
Date