

## **NOTICE:**

This application will **only** be accepted for the types of **Department of Recreation and Parks** positions listed below:

Playground

Teen Center

Sports Leader

After School Programs

Park, Beach or Nature Center

Special Activities such as Music, Dramatics, Handicrafts, etc.

***TO APPLY FOR ANY OTHER BALTIMORE COUNTY  
GOVERNMENT POSITION YOU MUST COMPLETE AND SUBMIT  
AN ON-LINE APPLICATION AT [www.baltimorecountymd.gov](http://www.baltimorecountymd.gov).***



# Department of Recreation and Parks Employment Application

105 W. Chesapeake Avenue, Suite 302  
 Towson, MD 21204  
 410-887-3871  
[www.baltimorecountymd.gov/go/recreation](http://www.baltimorecountymd.gov/go/recreation)

OFFICE USE ONLY:

---



---



---

NAME: (Last, First, Middle)		Please provide your date of birth <i>only</i> if you are under 18 years of age	
		<b>Date of Birth</b> /    /    (mm/dd/yy)	
STREET:	CITY:	STATE:	ZIP CODE:
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:	
DO YOU HAVE A LEGAL RIGHT TO WORK IN THE UNITED STATES?  <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE A VALID DRIVER'S LICENSE?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you a current Baltimore County employee?  <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what Department?	

PREFERENCES	
<b>PREFERRED SALARY:</b>  \$            /HR	<b>DAYS AND TIMES AVAILABLE TO WORK:</b>  <b>WHAT TIME OF YEAR WOULD YOU PREFER TO WORK?</b> <input type="checkbox"/> SUMMER <input type="checkbox"/> DURING THE SCHOOL YEAR <input type="checkbox"/> YEAR ROUND

POSITION APPLIED FOR: \_\_\_\_\_

**NOTICE:**

This application will only be accepted for the types of Department of Recreation and Parks positions listed below. Please select the type of job you are applying for:

Playground     Teen Center     Sports Leader     After School Programs     Park, Beach or Nature Center  
 Special Activities such as Music, Dramatics, Handicrafts, etc.

*\*To apply for any other Baltimore County Government position you must complete and submit an on-line application at [www.baltimorecountymd.gov](http://www.baltimorecountymd.gov).*

**By initialing below, I acknowledge that this application is for a Recreation and Parks position listed above and will not be accepted or considered for any other Baltimore County Government positions.**

\_\_\_\_\_

***PLEASE INITIAL HERE***

**Education & Training:**

Do you have a high school diploma or GED certificate?     YES     NO    If no, highest grade completed? \_\_\_\_\_

**High School, College, and Graduate School Education**

Name and Location of School(s):	Dates Attended: (years)	Major	# of Credits Completed	Degree earned (yes/no)

Specialized Training or Classes Relevant to the Job				
Title of Program/Course(s)	Company/School	Dates Attended (years)	# of Credits Earned	Diploma/Certificate Received?
		From:		
		To:		
		From:		
		To:		
Other skills, abilities or interests:				
Please describe any other special skills or interests that enhance your qualification for this position.				
Specific Skill, Ability or Interests:			Proficiency Level:	

**Employment History:**

Please provide all employment history including any volunteer work (ie. school, clubs, and church) as completely as possible beginning with your **CURRENT or MOST RECENT** employer. A resume may be included giving a more detailed description of work performed or a listing of additional jobs.

<b>Position Title</b>	<b>Employer (Company or Organization)</b>		
<b>Name, Title &amp; Telephone # of Immediate Supervisor</b>	<b>Address of Employer</b>		<b>Type of Business</b>
<b>Dates of Employment (mm/dd/yy)</b>	<b>Last Salary</b>	<b># Hours Worked/Week</b>	<b># of Employees You Supervised</b>
<b>From:            To:</b>	<b>\$            per</b>		
<b>Reason for Leaving</b>			
<b>Describe your major duties and responsibilities below:</b>			

<b>Position Title</b>	<b>Employer (Company or Organization)</b>		
<b>Name, Title &amp; Telephone # of Immediate Supervisor</b>	<b>Address of Employer</b>		<b>Type of Business</b>
<b>Dates of Employment (mm/dd/yy)</b>	<b>Last Salary</b>	<b># Hours Worked/Week</b>	<b># of Employees You Supervised</b>
<b>From:            To:</b>	<b>\$            per</b>		
<b>Reason for Leaving</b>			
<b>Describe your major duties and responsibilities below:</b>			

REFERENCES:			
REFERENCE TYPE: (Professional/Personal)	NAME:	POSITION:	# OF YEARS KNOWN:
ADDRESS: (Street, City, State, Zip Code)			
EMAIL ADDRESS:		PHONE NUMBER:	

REFERENCES:			
REFERENCE TYPE: (Professional/Personal)	NAME:	POSITION:	# OF YEARS KNOWN:
ADDRESS: (Street, City, State, Zip Code)			
EMAIL ADDRESS:		PHONE NUMBER:	

Have you ever been convicted of any violation of law other than a minor traffic violation?  YES  NO

*Note: A conviction will not necessarily bar you from employment.  
(Please write this information on a separate sheet of paper and attach it to this application.)*

Is there anything that would prohibit you from performing the essential job duties/functions of the position for which you are applying?  
 YES  NO

If yes, please explain, \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that every statement I have made on this application and all related attachments, including my resume, are TRUE and COMPLETE. I therefore authorize Baltimore County Government to investigate all statements made on this application for employment and to discuss the results of its investigation with those responsible for hiring. I further authorize Baltimore County Government to contact my former employer(s) and references or other persons who can verify information, and I give my consent for former employer(s) and other contacted persons to respond to questions pertaining to information on this application or related to the job for which I am applying. Further, I release from liability such former employer(s) or other persons contacted by and providing information to Baltimore County Government. I understand that should an investigation at any time disclose any misrepresentation or falsification of information contained in this document, my application will be disapproved and my name removed from any further consideration for employment. I also understand that if I am a current employee of Baltimore County Government any falsification or misrepresentation of information may lead to disciplinary action up to and including termination.

I understand that if I am selected for an appointment to a position I will be given a physical examination, including a drug test, on the basis of which I may or may not be accepted for appointment.

The following notice applies to everyone except applicants for correctional officer positions or 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, 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 \$100.00.”**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(mm/dd/yy) (Handwritten signature required)

-----FOR OFFICE USE ONLY-----

OFFICE NOTES:
---------------

Baltimore County  
Department of Recreation and Parks  
105 W. Chesapeake Avenue, Suite 302  
Towson, MD 21204

**NON-MERIT APPLICANT INFORMATION FORM**

Baltimore County Government seeks the following information in order to comply with its obligations under all applicable Equal Employment Opportunity Laws. ***Please complete this form and forward to the Employment Section of the Department of Recreation and Parks.***

NAME: \_\_\_\_\_ POSITION APPLIED FOR \_\_\_\_\_

A. Sex (Please check one)

- Male     Female

B. Ethnic Origin (Please check one)

The U.S Equal Employment Opportunity Commission (EEOC) has defined the categories of ethnic origin. Please check which best describes your ethnic origin.

- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- Hispanic: All persons of Mexico, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands (For Example: China, Japan, Korea, the Philippines, and Samoa)
- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.

**NOTE: The above information is confidential and will not be used in any employment decision.**