



UNIVERSITY OF MARYLAND EASTERN SHORE
OFFICE OF HUMAN RESOURCE MANAGEMENT

JOHN T. WILLIAMS ADMINISTRATION BUILDING
PRINCESS ANNE, MARYLAND 21853 -1299

(410) 651 - 6400
FAX: (410) 651 - 6500

Professional and Faculty Staff Application

Position applying for: _____

Name: _____
(Last) (First) (Middle)

Current Address: _____
(Street) (City) (State and Zip Code)

Permanent Address: _____
(Street) (City) (State and Zip Code)

Home Phone # _____ **Other#** _____ **Social Security #** _____

Present Yearly Salary _____ **Availability Date:** _____

The Immigration Reform and Control Act of 1986 requires that persons be able to present acceptable documentation at the time of employment, showing their identity and right to accept employment in the United States of America.

In order to be hired into a position, you must be a citizen or national of the United States or alien lawfully admitted for United States permanent residence, or an alien authorized under United States Immigration Reform and Control Act of 1986.

Official transcripts from listed institutions must be received before final action can be taken. A resume must be attached which then becomes a part of this application.

EEO/AA EMPLOYER

EDUCATIONAL BACKGROUND

Institution: _____

Address: _____
(Street) (City) (State and Zip Code)

Field of Study: _____ **Degree Received & Year:** _____

Institution: _____

Address: _____
(Street) (City) (State and Zip Code)

Field of Study: _____ **Degree Received & Year:** _____

Institution: _____

Address: _____
(Street) (City) (State and Zip Code)

Field of Study: _____ **Degree Received & Year:** _____

PROFESSIONAL EXPERIENCES (Begin with your current or most recent position).

Employer: _____ **Phone:** _____

Address: _____

Title: _____ **Employment Dates** _____ **to** _____

Brief Description of Duties: _____

Employer: _____ **Phone:** _____

Address: _____

Title: _____ **Employment Dates** _____ **to** _____

Brief Description of Duties: _____

Employer: _____ **Phone:** _____

Address: _____

Title: _____ **Employment Dates** _____ **to** _____

Brief Description of Duties: _____

PROFESSIONAL ACTIVITIES (Professional societies in which you hold membership or office)

List publications, papers, and other scholarly or creative activities. (Please be accurate, evidence may be required for the file).

PROFESSIONAL AWARDS AND DISTINCTIONS RECEIVED

REFERENCES (List three professional)

Name: _____ Phone: _____

Address: _____

Title: _____

Name: _____ Phone: _____

Address: _____

Title: _____

Name: _____ Phone: _____

Address: _____

Title: _____

Your former employers/schools will be used as references. May we contact your present employer? Yes ___ No ___

If no, please explain: _____

If your answer is **YES** to any of the following questions, please explain below.

A. Have you ever worked for the University or State of Maryland? Yes ___ No ___

- B. Did you retire from the State of Maryland under the early retirement plan effective July 1, 1996? Yes _____ No _____
- C. Did you retire under the University System of Maryland Staff early retirement legislation effective July 1, 1998? Yes _____ No _____
- D. Have you ever been convicted in court for other than a misdemeanor or a minor traffic violation? Yes _____ No _____

Please explain: _____

Comments: (Briefly state what is significant about you, your education, accomplishments, and future goals as they relate to the position for which you are applying).

The University System of Maryland actively subscribes to a policy of Equal Employment Opportunity and will not discriminate against any employee or applicant because of race, age, disability, marital status, religion, national origin or political affiliation. In addition, the University System of Maryland is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of gender. The University System of Maryland does not discriminate on the basis of sexual preference.

Under Maryland law an employer may not require or demand any applicant for employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

I certify that all information on this application and on the attached resume is accurate, and recognize that it is subject to verification and that my employment and/or continuance thereof may be contingent upon its accuracy. I understand that I may be required to pass a physical examination prior to final acceptance of employment.

Signature of Applicant

Date



OFFICE OF HUMAN RESOURCE MANAGEMENT

*Byrd Hall Building
PRINCESS ANNE, MARYLAND 21853*

*(410) 651 – 6400
Fax #: (410) 621-2222*

**EEO/AA FORM
(EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION)**

Dear Applicant:

The following information is requested in order for the University to comply with federal guidelines with respect to Equal Opportunity/Affirmative Action employment practices. We need your assistance in gathering information below. **Please do not identify yourself by name on this form.** This information will be used for statistical purposes only. Thank you for your assistance.

Position for which you are applying: _____

Male: _____ Female: _____

Ethnic Origin – Please check one of the following:

Black/African American Caucasian Asian
 Hispanic Native American Other

Veteran Status:

Non-Veteran Vietnam Era Veteran Veteran-Other

How did you learn of this vacancy?

Newspaper (Please specify name) _____
 Professional Journal (Please specify name) _____
 USM Personnel
 Chronicle of Higher Education
 Bulletin Board
 Other _____

Please return this form to:

The Office of Human Resource Management
University of Maryland Eastern Shore
Princess Anne, MD 21853