



Fair Hill Saddlery
 5930 Telegraph Road
 Elkton, Maryland 21922

APPLICATION FOR EMPLOYMENT

This is an application for employment with **Fair Hill Saddlery**. Please complete this application legibly and in its entirety. If additional space is needed, please use the addendum to this form. Attach all documentation to this form.

Fair Hill Saddlery provides equal employment opportunity to qualified persons without regard to race, color, creed, ancestry, religion, sex, age, national origin, disability, veteran status, marital status, political affiliation, sexual orientation, genetic background, or any other reasons as prohibited by Federal State, or Local law. **Fair Hill Saddlery** provides accommodations to individuals with disabilities in accordance with the Americans with Disabilities Act.

POSITION APPLYING FOR: _____ [ASK FOR JOB DESCRIPTION]

GENERAL INFORMATION

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

 (Social Security Number/last 4 digits ONLY) (Telephone Number 1) (Telephone Number 2)

Current Address

 (Number and Street Address) (City) (State) (Zip) (Years)

Do you have a valid driver's license? Yes ___ No ___ Number and type _____

EDUCATION

Name/Location	Total credits earned	Diploma or Degree (please specify)	Course of Study
(High School/GED)	_____	_____	_____
(College or University)	_____	_____	_____
(Graduate School)	_____	_____	_____
(Trade, Business, Technical School)	_____	_____	_____
(Other)	_____	_____	_____

WORK EXPERIENCE *(Beginning with your current or most recent employment)*

Name of employer: _____ Employed from: _____ to: _____

Address where you work(ed): _____ Salary Start _____ Present/End Salary _____

Your last supervisor – Name: _____ **Telephone #:** _____

Position and Job responsibilities: _____

Reason for separation: _____ May we contact your current employer? ____ Yes ____ No

Name of employer: _____ Employed from: _____ to: _____

Address where you worked: _____ Salary Start _____ End Salary _____

Your last supervisor – Name: _____ **Telephone #:** _____

Position and Job responsibilities: _____

Reason for separation: _____

Name of employer: _____ Employed from: _____ to: _____

Address where you worked: _____ Salary Start _____ End Salary _____

Your last supervisor – Name: _____ **Telephone #:** _____

Position and Job responsibilities: _____

Reason for separation: _____

Name of employer: _____ Employed from: _____ to: _____

Address where you worked: _____ Salary Start _____ End Salary _____

Your last supervisor – Name: _____ **Telephone #:** _____

Position and Job responsibilities: _____

Reason for separation: _____

MILITARY SERVICE

Branch of Service: _____ Rank: _____ Year From: _____ To: _____

Describe Training: _____

NOTICES TO APPLICANT FOR EMPLOYMENT

1. UNDER MARYLAND LAW, FAIR HILL SADDLERY 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. FAIR HILL SADDLERY IS SUBJECT TO MISDEMEANOR PENALTIES FOR VIOLATION OF THIS LAW AND A FINE NOT EXCEEDING \$100.00.

Applicant's Signature

Date

- 2. You must be legally authorized to work in the United States under the United States immigration Reform and Control Act of 1986.
- 3. Applications for employment must be filed by the announced closing date of that position, if specified by the Fair Hill Saddlery.
- 4. Changes to your application must be brought to the attention of Fair Hill Saddlery prior to any selection or notification of an interview for employment.

Have you ever been convicted of a crime (other than minor traffic violations) which has not been expunged, annulled, pardoned, or sealed by a court? Yes _____ No _____ If "yes," give date, place of conviction, charge, and disposition of each case.

Note: A conviction may be relevant, if job related but will not necessarily bar you from employment.

It is the policy of Fair Hill Saddlery to maintain a workplace free from alcohol and drug abuse and its effects. As such, potential employees are subject to pre-employment drug testing as a condition of employment. If employed, all employees of Fair Hill Saddlery are subject to post-accident and reasonable suspicion drug and alcohol testing. I consent to Fair Hill Saddlery's request for pre-employment, post accident, and reasonable suspicion drug and alcohol testing and release Fair Hill Saddlery, its employees and agents from all liability arising from the collection and testing process and employment decisions.

Applicant's Signature

Date

I hereby affirm that this application contains no willful misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I understand that willful misrepresentations or falsifications may result in my application being disapproved, and employment with Fair Hill Saddlery may be terminated on this basis.

I hereby authorize Fair Hill Saddlery, by its agents and/or its employees, to inquire into my education, certification(s), previous employment, or to otherwise verify the information I have provided with this application. I hereby hold harmless and waive all liability against Fair Hill Saddlery and those companies, agencies, their agents and employees, as a result of any inquiries with regard to this employment application.

I understand and agree that nothing contained in this application shall indicate guaranteed employment and that if employed by Fair Hill Saddlery, employment is "at will"; that I am free to resign at any time and that Fair Hill Saddlery may terminate the employment relationship at any time with or without cause, except as may be provided under specific provisions.

Applicant's Signature _____

Date _____

FOR OFFICE USE ONLY:

Application reviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

