



CHESAPEAKE BAY FOUNDATION
Saving a National Treasure

APPLICATION FOR EMPLOYMENT

The Chesapeake Bay Foundation is an equal opportunity employer and complies with all applicable federal, state and local employment laws. No question in this Application is intended to elicit information in violation of any such law, nor will any information obtained in response to any question be used in violation of any such law.

The Chesapeake Bay Foundation provides reasonable accommodations for applicants with disabilities. Applicants who require reasonable accommodations to participate in the interview process should contact the Director of Human Resources to arrange for such accommodation.

You may submit a personal resume to accompany this Application; however, it is important for you to answer all questions and complete all sections of this Application, even if you submit a resume.

POSITION INFORMATION

Position Applying For: _____	
Type of work desired? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	What hours are you available? _____
What date are you available to begin work? _____	Will you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please be advised that overtime may be a job requirement for some positions.	
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to work on weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No
How were you referred to the Chesapeake Bay Foundation?	
<input type="checkbox"/> CBF Website	
<input type="checkbox"/> Advertisement	
<input type="checkbox"/> Employee Referral (name): _____	
<input type="checkbox"/> Other (please explain): _____	

BACKGROUND INFORMATION

Last Name: _____		First Name: _____	
Address (street address): _____		(city, state, zip): _____	
Telephone Number:	May we call you at work?	Are you age 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(home): _____	<input type="checkbox"/> Yes	If no, you will be required to provide a valid work permit or proof of graduation from high school or the equivalent, if hired.	
(work): _____	<input type="checkbox"/> No		
(cell): _____			
Are you a U.S. Citizen, legal permanent resident, or otherwise authorized to work for any employer in the United States?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
The Chesapeake Bay Foundation complies with all Employment Eligibility Verification laws. If hired, you will be required to complete an I-9 form on your first day of employment and provide documentation of your eligibility to work in the United States within three (3) business days from your first day of employment. If you are unable to provide the required documentation, your employment will be terminated. Specific instructions will be provided to you on your first day of employment regarding legally required documentation, if you are hired.			

CRIMINAL RECORD HISTORY

Since reaching the age of 18, have you been convicted of any felonies or misdemeanors that have not been annulled, expunged, or sealed by a court? In answering this question, do not consider or disclose arrests that have not resulted in a conviction. Yes No

If "yes," please describe in full detail including date(s), location(s) and the nature of the felony or misdemeanor conviction(s).*

*A conviction record will not automatically result in your disqualification from employment. Felony and misdemeanor convictions will be considered only to the extent they relate to the job for which you have applied. However, failure to disclose a conviction and/or mischaracterization of a conviction automatically will result in your ineligibility for employment and/or termination of employment (even if the conviction would not have barred your employment had it been properly disclosed).

WORK HISTORY List work history (paid or unpaid), most recent first.

Job Title: _____	Dates Employed:
Company Name: _____	From: _____ To: _____
Company Address: _____	Rate of Pay:
Supervisor Name: _____	Starting: _____ Final: _____
Supervisor Phone Number: _____	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please briefly describe your job duties:	Reason for leaving:

Job Title: _____	Dates Employed:
Company Name: _____	From: _____ To: _____
Company Address: _____	Rate of Pay:
Supervisor Name: _____	Starting: _____ Final: _____
Supervisor Phone Number: _____	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please briefly describe your job duties:	Reason for leaving:

Job Title: _____	Dates Employed:
Company Name: _____	From: _____ To: _____
Company Address: _____	Rate of Pay:
Supervisor Name: _____	Starting: _____ Final: _____
Supervisor Phone Number: _____	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please briefly describe your job duties:	Reason for leaving:

EDUCATION

	Name/Location of School	Course of Study/Major	# of Years/Highest Grade Completed	Diploma Received?
College/University	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate or PhD	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade, Business, or Professional School	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any educational, employment, or other related records in any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: _____				

PROFESSIONAL REFERENCES (May be submitted at time of request)

Name	E-mail Address/Phone Number	Business	Years Known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please Read Carefully

I certify that the answers given by me to the foregoing questions and the statements made by me in this Application for Employment are correct and complete. I understand that any misrepresentation or omission of fact in this Application or in any resume or other materials submitted in connection with this Application for Employment shall be grounds for my disqualification from employment or termination from employment (if employed).

I authorize the Chesapeake Bay Foundation, as part of its evaluation of my suitability for employment, to verify all education, training and professional licensure/certification/registry claimed by me and to secure from my previous employers and references information concerning my professional accomplishments, skills, work characteristics and ability.

I further authorize the Chesapeake Bay Foundation to secure from the appropriate sources information concerning criminal convictions and credit history as permitted by applicable law, and agree to execute the written authorizations necessary for the Chesapeake Bay Foundation to obtain access to and copies of records pertaining to the above information.

In compliance with the federal Immigration Reform and Control Act, I certify that, if hired, I will provide, within three (3) business days from the date my employment begins, proof of my identity and eligibility for employment in the United States.

I understand that this Application for Employment is not a contract for employment and that, if I am employed, employment with the Chesapeake Bay Foundation is "at-will." This means that the Chesapeake Bay Foundation and I each retain the right to terminate the employment relationship at any time and for any or no reason with or without prior notice.

In connection with this at-will policy, I understand that, if I am employed, the Chesapeake Bay Foundation reserves the right to change my position, job responsibilities, reporting structure, compensation or any other term or condition of my employment and to impose any form of discipline it determines is appropriate, at any time, in its sole discretion.

I further acknowledge and agree that, other than the President of the Chesapeake Bay Foundation in writing, no manager or representative of Chesapeake Bay Foundation has the authority to enter into an agreement for employment for any specified period of time, to guarantee any particular position for any specified period of time or to make any binding promises with respect to compensation, promotional opportunities or any other terms or conditions of employment.

I further acknowledge and agree that I will not rely on any oral statements made by any manager or other representative of the Chesapeake Bay Foundation with respect to any term or condition of employment in deciding whether to accept an offer of employment, if an offer of employment is extended to me.

I have read the provisions set forth above and agree to all of the terms and conditions stated therein.

Applicant Signature

Date