



66 Loveton Circle, Sparks, MD 21152 USA  
Phone (410) 472-2900, Confidential HR Fax (410) 568-5198

## APPLICATION FOR EMPLOYMENT

SUN Automation Group provides equal employment opportunity to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, marital status or sexual orientation.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a US Citizen or otherwise authorized to work in the USA on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Are you related to any current employees?  Yes  No If yes, give name(s) \_\_\_\_\_

Are there any hours or days you cannot or will not work? \_\_\_\_\_

Do you have a physical or medical condition that, with or without reasonable accommodation, would limit your capacity for the desired job?  Yes  No If yes, describe the condition and explain limitations.

Have you ever been convicted of any violation of law other than a minor traffic violation?  Yes  No  
If yes, describe condition. Note: A conviction record will not necessarily bar you from employment.

EDUCATION	Name and Location of School	Years Attended	Major	Diploma/Degree
High School				
College/University				
College/University				
Other Training or Education				

In addition to your following work history, what other experience, skills or qualifications would especially fit you for work with us? \_\_\_\_\_

Position(s) Desired 1. \_\_\_\_\_ 2. \_\_\_\_\_

Salary Desired \$ \_\_\_\_\_ Date Available to Start Work \_\_\_\_\_

## EMPLOYMENT HISTORY

Begin with your most recent employer. Complete all questions. Do not write "See Resume." Add attachment to cover prior employment, if necessary. May we contact your present employer?  Yes  No  NA

Company Name		Address		Telephone
Date Started (M/D/YYYY)	<input type="checkbox"/> Full Time Hours Worked Per Week	<input type="checkbox"/> Part Time	Starting Position	
Date Left (M/D/YYYY)	Starting Salary \$	Last Salary \$	Last Position	
Name and Title of Last Supervisor			Reason for Leaving	
Responsibilities				
Company Name		Address		Telephone
Date Started (M/D/YYYY)	<input type="checkbox"/> Full Time Hours Worked Per Week	<input type="checkbox"/> Part Time	Starting Position	
Date Left (M/D/YYYY)	Starting Salary \$	Last Salary \$	Last Position	
Name and Title of Last Supervisor			Reason for Leaving	
Responsibilities				
Company Name		Address		Telephone
Date Started (M/D/YYYY)	<input type="checkbox"/> Full Time Hours Worked Per Week	<input type="checkbox"/> Part Time	Starting Position	
Date Left (M/D/YYYY)	Starting Salary \$	Last Salary \$	Last Position	
Name and Title of Last Supervisor			Reason for Leaving	
Responsibilities				

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. SUN Automation Group is hereby authorized to investigate my prior educational and employment history.

I understand that I will be required to pass a physical examination, including a drug test, before a final offer of employment is made.

I understand that employment at this company is "at will" which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of this company, other than the President, has any authority to alter the foregoing.

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_