

APPLICATION FOR STATE EMPLOYMENT—MAIL TO:

Department of Personnel
State Office Bldg., 301 W. Preston St.
Baltimore, Maryland 21201

Approved ☐	Disapproved ☐	List expires..... Area						
By Reason		Identification No.....				Refile.....		
Notified for Test.....		Max. Score	Comp. Score	Conv. Score	Open		Promotional	
					Wght.	Prod.	Wght.	Prod.
Status & Dept.....								
High School Equiv.....		A.G..... Totals.....						
Police Check Date.....		General Average..... 9				G.A.....		
Vet. Inform.....		+ Vet's Credit.....				+ Sr. Cr.....		
		G.A. + Vet's Cr..... 7				GA + SC 4		
Remarks.....		Typing Spd..... WPM.				Shorthand Yes ☐ No ☐		

DO NOT WRITE IN ABOVE BLOCKS

POSITION APPLIED FOR

OPTION: See Position Information Sheet if position has options. Write Option for which you are applying below.

PRINT NAME Mr. Mrs. Miss..... (Last) (First) (Middle) Maiden Name.....

ADDRESS (Number and Street or R.F.D.) (City) (County) (State) ZIP CODE

Social Security Number..... Telephone Number.....

Applications will not be acknowledged until an examination is scheduled for this position. If you file for more than one position or option, separate applications will be required.

1. Date of birth..... (Month) (Day) (Year)	Present Age.....
2. Place of birth..... If naturalized, give location of court.....	
3. Marital status: Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated ☐	
4. Sex: Male ☐ Female ☐	
5. Height.....feet.....inches. Weight.....	
6. Explain any physical or mental defects, infirmities, or chronic diseases you may have.....	
7. When, where and why have you ever been hospitalized?.....	

NOTE: If you are selected for appointment to a position in the classified service, you will be given a physical examination, on the basis of which you will or will not be accepted for appointment.

8. Residence in Maryland: from..... to.....

9. PROOF OF ELIGIBILITY FOR VETERAN PREFERENCE MUST BE IN THIS OFFICE AND COMPLETELY VERIFIED BEFORE THE TEST DATE TO RECEIVE CREDIT FOR THIS TEST. SEE "ELIGIBILITY FOR VETERAN PREFERENCE" ON BACK PAGE. ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE FOR USE IN RETURNING PROOF. PROOF WILL BE RETURNED IN 7 DAYS.

Do you claim veteran preference? Yes ☐ No ☐
Do you claim disabled veteran preference? Yes ☐ No ☐
Dates of veteran's service: From..... to.....
(Entrance) (Discharge)

10. Have you ever been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☐
If yes, give date(s), place(s) of conviction, charge(s), and disposition of each case.

Arrest or conviction is not an automatic bar to employment. Each case is considered on its own merits. Persons with records of arrest and conviction are employed in the State Service.

11. Can you type approximately 25 words per minute or more?
Yes ☐ No ☐
If yes, are you willing to take a typing test?
Yes ☐ No ☐