

**COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND  
DEPARTMENT OF PARKS AND RECREATION**

**RETURN ORIGINAL SIGNED EMPLOYMENT APPLICATION PACKET TO:**

Mail:

Kent County Parks and Recreation  
P.O. Box 67  
Worton, MD 21678

In Person:

Kent County Community Center  
11041 Worton Rd.  
Worton, MD 21678

**Important Notice to Applicants for Employment**

Dear Applicant,

Thank you for your interest in employment with the County Commissioners of Kent County, Maryland Department of Parks and Recreation. Attached is the required Kent County Employment Application. The application must be fully completed and must also include a notarized Maryland Child Protective Services Background Clearance Request Form.

As a condition of consideration for employment, all applicants are required to pass several preliminary background searches (additional background searches and consents to searches will also be required *if* you are offered a position). ***For applicants who are at least 16 years of age, or who will be at least 16 years of age when employment would begin, your consent is required for a search of the State of Maryland Child Protective Services (CPS) Centralized Confidential Database*** (applicants under 16 years of age require a parent/guardian consent to the search). The Consent for Release of Information form ***must be completed online*** by visiting the Maryland Department of Human Resources website. Detailed ***instructions on how to access and complete this form are outlined on the next page***. Once the form is completed online, the form must be ***printed and signed in the presence of a Notary Public***. The form is considered a part of the Kent County Employment application and must be submitted at the time of the application submission.

Additionally, background searches of the Maryland Judiciary Case Search database, as well as the State of Maryland and Federal Bureau of Investigation Child Sex Offender Registries will also be conducted. As the information found within each of these databases is public record, your consent is not necessary for these searches.

Thank you for your interest in employment with Kent County's Department of Parks and Recreation. We look forward to receiving your fully completed and signed employment application and background search consent form.

Sincerely,

*Myra S. Butler*

Myra S. Butler, CPRP, PSO  
Director

**IMPORTANT NOTE:** Please ensure your application is thoroughly completed with ***all*** questions with a yes or no is answered. Please be sure to write the name of the position(s) applying for (do not write "any" or leave blank - review the job summaries), the date (top right on first page) and (2) signatures and (2) dates (back page). Please ensure the Background Search Consent form is submitted with the application. **Failure to complete any of these sections will result in delaying the processing of your application.**

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**State of Maryland Child Protective Services Program  
Consent for Release of Information CPS Background Clearance Request  
Adam Walsh Background Clearance Request Instructions**

***\*The form must be completed online AND printed before signing in the presence of a Notary\****

If you do not have access to a computer and/or printer, you may complete and print the form at the Kent County Public Library Worton Computer Facility located at the Kent County Community Center. You will not be charged a fee to print the request form.

**IMPORTANT NOTE:**

***WE HIGHLY ENCOURAGE YOU TO COMPLETE THIS REQUIREMENT ON SITE AT THE COMMUNITY CENTER IN WORTON. WE WILL NOTARIZE THE FORM FOR YOU AND WE DO NOT CHARGE A FEE FOR THE SERVICE OR TO PRINT THE FORM.***

1. Access the DHR website at <http://dhr.maryland.gov/>
2. Click the children link
  - **If applying for a Summer Camp Position or a child care related position:** On the next page under Request a Background Clearance, click **Youth/Summer Camp**
    - i. Although the directions say otherwise, please do not complete this yourself. KCPR staff will take care of this portion of your application, as if you have worked for us in a summer camp/child care position last year, your account is already created.
    - ii. If you did not work for us in a summer camp/child care position, we will notarize your form on site at our office and take care of creating your account and submitting the form.
  - **If applying for any other position:** On the next page under Request a Background Clearance, click **Other Individuals**
    - i. Click on the Fillable PDF Form: Child Protective Services Background Clearance Form (DHR/SSA 1279A)
    - ii. Please follow the instructions below and not the instructions below the link for the PDF form – The form must be submitted with your employment application and not sent to the address in the DHR instructions
3. **Complete Part I-A** Only if you would like to have the results of the search sent to you
4. **Complete Part I-B**
  - Select "Other" and type: **County Commissioners of Kent County, Parks and Recreation**
  - Under Agency/Individual Name type: **Kent County Parks and Recreation**
  - Under Name of Agency Representative type: **Myra S. Butler**
  - Under Agency's Address type: **11041 Worton Rd, P.O. Box 67, Worton, MD 21678**
  - Under Representative's Phone Number type: **410-778-1948**
  - Under Representative's Email type: **mbutler@kentgov.org**
5. **Complete Part II** in its entirety as applicable to the person being searched; If a section is not applicable to the person being searched, leave the section blank
  - Don't forget to answer the "yes or no" questions about living and volunteering in Maryland in the past; If you answer yes to either question you must also indicate the year (example: 1985-2017)
6. **Fully Read Part III** (If the applicant/person being searched is at least 16 years of age, or will be at least 16 years of age when service begins, the applicant/person being searched must read this section; **If the person being searched is under 16 years of age, a parent/guardian must read this section**)
7. **Print the form** (only after reviewing that all sections are complete)

(CONTINUED)

2/2/2018

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8. **Complete Part IV in the presence of a Notary Public**; If the applicant/person being searched is at least 16 years of age, or will be at least 16 years of age when service will begin, the applicant/person being searched must complete this section; **If the applicant/person being searched is under 16 years of age, the applicant and a parent/guardian must complete this section which requires both the applicant and parent/guardian signatures and printed names)**
  - In addition to signing and dating the form, please also clearly print the name of the person who signs the form (print two names if applicant/person being searched is under 16 years of age)
  - KCPR has a Notary Public on staff that is available by appointment only (please call 410-778-1949) to notarize the form at no cost to you; however, you are free to have the form notarized elsewhere at your own cost. We strongly encourage having the form notarized at KCPR to ensure the form is completed properly and in its entirety. **Incomplete or illegible forms will not be accepted and will result in a delay of processing your application.**
9. **Part V must be completed by a Notary Public** as the final step in completing the form
10. **Submit the notarized form and your application directly to Kent County Parks and Recreation** (by mail to the address on the application or in person at the Kent County Community Center located in Worton, MD)

**PLEASE NOTE:** With the exception of Parts IV and V of the form, ALL sections of the form must be type written, otherwise the form will not be accepted and will be returned for improper completion which will result in delaying the processing of your application.

2/2/2018





# Employment Application

We consider applications for all positions without regard to age, race, color, religion, marital status, sex, national origin, physical or mental disability, sexual orientation, political affiliation, citizenship status, veteran status, genetic testing, or any other legally protected status. Applicants requiring reasonable accommodation to the application or interview process should promptly notify us.

## Applicant Information

Position(s) Applied for: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Phone (Home): ( ) \_\_\_\_\_ Phone (Cell): ( ) \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary \$ \_\_\_\_\_

Have you ever worked for Kent County Government in any of its departments? YES [ ] NO [ ]  
If yes, when? \_\_\_\_\_  
Do you have any relatives who are employed by Kent County Government in any of its departments? YES [ ] NO [ ]  
Please list name and relationship: \_\_\_\_\_

Are you legally eligible to work in the U.S.? (Proof of citizenship or immigration status will be required upon hire). YES [ ] NO [ ]  
Have you ever been convicted of a felony? A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question. YES [ ] NO [ ]

If yes, please explain the crime, date of conviction, facts concerning the crime, and any pertinent rehabilitation you have experienced: \_\_\_\_\_

## Education

HIGH SCHOOL: \_\_\_\_\_ Address: \_\_\_\_\_  
Number of years attended: \_\_\_\_\_ Did you graduate? YES [ ] NO [ ] Degree: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ Address: \_\_\_\_\_  
Number of years attended: \_\_\_\_\_ Did you graduate? YES [ ] NO [ ] Degree: \_\_\_\_\_

OTHER: \_\_\_\_\_ Address: \_\_\_\_\_  
Number of years attended: \_\_\_\_\_ Did you graduate? YES [ ] NO [ ] Degree: \_\_\_\_\_

References

Please list three references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Current and Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES [ ] NO [ ] If no, why?

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES [ ] NO [ ] If no, why?

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES [ ] NO [ ] If no, why?

Have you ever received any disciplinary action in a prior job, such as warnings, suspensions, probations or dismissals?  
YES [ ] NO [ ]

If yes, please explain:

Have you ever been charged with, disciplined for, or been the subject of an investigation involving sexual harassment or any other form of harassment including, but not limited to, race, age, religion, national origin or disability at a previous job?  
YES [ ] NO [ ]

If yes, please explain the nature of the charge, discipline, and/or investigation, and how the matter was resolved. (A positive response will not necessarily bar employment.)

### Additional Information/Skills

Please list any additional information that relates to your ability to perform the job for which you have applied - such as licenses, job related skills, equipment or machinery skills, professional memberships, etc.

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

