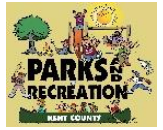




COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND
DEPARTMENT OF PARKS & RECREATION



RETURN ORIGINAL SIGNED EMPLOYMENT APPLICATION PACKET TO:

By 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 in addition to the minor applicant). 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 (Do Not Sign) 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,

Jill Coleman

Jill Coleman, M.Ed.
Director

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



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

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.**

PLEASE CALL 410-778-1948 IN ADVANCE TO SCHEDULE AN APPOINTMENT TO ENSURE OUR NOTARY IS ONSITE.

APPOINTMENTS ARE GENERALLY AVAILABLE FROM 8:30 am – 4:30 pm, Monday through Friday.

1. Access the DHR website at <http://dhr.maryland.gov/>
2. Click the children link
 - **If applying for a Summer Camp Position or a childcare 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: **Sandy Adams**
 - 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: **sadams@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)
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 410-778-1948) 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.



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: Last First Middle Date:

Address: Street Address Apartment/Unit #
City State Zip Code

Email address: Phone #(s):

Date Available: Desired Salary \$

Have you ever worked for Kent County Government in any of its departments? YES NO [] [] 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 [] []

INSTRUCTIONS: A RESUME MAY BE SUBMITTED BUT IS NOT REQUIRED. FULL COMPLETION OF THE APPLICATION IS MANDATORY. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE APPLICATION. DO NOT DIRECT THE READER TO "SEE RESUME."

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 (different from current or former supervisors)

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Current and Previous Employment (Must Provide a Minimum 10 Years; use extra pages if needed)

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:

Disclaimer and Signature

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I have read the job specification and I am able to perform the job duties.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Should I receive a conditional offer of employment, I understand that my fingerprints will be used to check the criminal history records of the state of Maryland and the FBI and the results will factor into the consideration of my employment with the County Commissioners of Kent County. I authorize review and full disclosure of all my records as part of this application process for consideration of my employment. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand that the Kent County Commissioners follow an "employment at will" policy, in that I or Kent County may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless it is specifically authorized in writing by an authorized executive of the Kent County Commissioners. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that as part of a conditional offer of employment, I will be required to pass a drug screening test. Refusal to submit to or cooperate with the drug screens will disqualify me from further consideration for employment with the County. A positive test will disqualify me from County employment consideration for one year.

In the event of employment, I agree to abide by all the rules and regulations of the Kent County Commissioners.

This application for employment will be considered active for 45 days from the date of receipt.

Signature: _____ **Date:** _____

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. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature: _____ **Date:** _____

Electronic Signature Agreement: By selecting the "I Accept" button, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Application. **I Accept**

County Commissioners of Kent County
400 High Street
Chestertown, Maryland 21620



WE ARE AN EQUAL OPPORTUNITY EMPLOYER