

Laurel Technology Center 14900 Sweitzer Lane - Suite 204 Laurel, Maryland 20707

EMPLOYMENT APPLICATION

Equal Opportunity Employer: Evergreen Information Technology Services, Inc. selects employees on the basis of qualifications without regard to race, religion, color, national origin, sex, marital status, age, or handicap.

PERSONAL		
Last	First	Intial
Home Phone #	_	
Street Address	City/State/Zip	Work Phone #
Cell Phone #		
E-mail Address	_	
Position you are apply	ing for. (If you were referred	by an eIT employee please provide their name)
Desired Salary/Hourly	Rate	
If under the age of 18,	can you produce the necessary	y work certificate at the time of employment?
Type of employment d Full Time	esired? Part Time	Specify Hours
Tun Time	Tat Time	
Are you willing to wor	k overtime? No	Date on which you can start work if hired
Have you previously a	pplied for employment with th	is Company?
Yes	No	
If Yes, when and wher	e did you apply?	
Have you ever been en	nployed by this Company?	
Yes	No	

If Yes, provide dates of employment, location, and reason for separation from employment.
Instructions for Answering the Next Two Questions
 All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program. Arizona, Colorado, District of Columbia, Illinois, Kansas, Minnesota, Missouri, Montana, Nevada, Rhode Island, South Carolina, and Utah applicants: Do not respond to the second guestion regarding arrests.
3. California applicants: Do not include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.
4. Connecticut applicants: You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled (not prosecuted) a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear
under oath. 5.District of Columbia and Washington applicants: Limit any response to the past ten (10) years. 6. Hawaii and Massachusetts applicants: Do not answer the following two questions.
 Indiana applicants: Regarding arrests, limit your response to pending charges for felonies and class A misdemeanors that are less than one (1) year old. Michigan applicants: Regarding arrests, limit your response to felony arrests awaiting conviction or dismissal.
New York applicants: All pending arrests or criminal accusations must be disclosed. You are not required to disclose arrests or criminal
accusations that resulted in criminal actions or proceedings which were terminated in your favor. Do not disclose criminal actions or
proceedings that were sealed or classified as youthful offender adjudications. An ex-offender who is denied employment may, upon written
request, receive a statement of the reason(s) for denial within thirty (30) days of the applicant's request for such information. 10. North Dakota and Oregon applicants: Regarding arrests, limit your response to pending charges that are less than one (1) year old.
11. Utah applicants: Limit any response to felony convictions only. Do not respond to the second question regarding arrests.
Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes No
Have you ever been arrested for any matters for which you currently are out on bail or on your own
recognizance pending trial? No
Criminal Offenses Only: If you answered Yes, to either of the above two questions, please the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.
Offenses:
Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.
Have you ever initiated an act of violence in the workplace?
Yes No
If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.)

Offenses:

EDUCATION

High School [Optional]	(Name and Location)		
Field of Study	Years Completed	_	
College Attended (Nam	e and Location)		
Field of Study	Years Completed Degree		-
Graduate School Attend	ded (Name and Location)		
Field of Study	Years Completed	Degree	_
Other (Name and Local	tion)		
Field of Study	Years Completed	Degree	_
Honors Received			
If applicable, list below any and educational record. For Names:	names by which you have been kno example, change of name, use of an	wn which may be necessary to all assumed name, nickname, etc.	low us to confirm your work
List all special technical sk programming/language, soft Skills:	ills that you feel qualify you for the ware, equipment operation, special to	e job for which you are applying ools or machines, etc.)	(For example computer
EMPLOYMENT HISTORY	·		
(Please provide a complete summer and volunteer. List i	e history of your three most recent in chronological order starting with the	positions. List all positions held i e present or most recent position.)	ncluding military, part-time,

Dates of Most Recent Emplo	nyment (Month/Year)	Telephone #	Salary
riom	10	Telephone #	
Job Title and Duties			
Name of Immediate Supervisor	Title	Telephone #	
May we contact?	No	If NO, why not?	
Reason for Leaving			
What will this employer	say was the reason you	r employment terminated?	
How much notice did yo	ou give when resigning?	If none, explain.	
Name and Address of P	resent or Most Recent E	Employer	
Dates of Most Recent Emplo			
From	То	Telephone #	Salary
Job Title and Duties			
Name of Immediate Supervisor	Title	Telephone #	
May we contact?	No	If NO, why not?	
Reason for Leaving			_
XX/L - 4 211 41. 2 1		r ampleyment terminated?	

Name and Address of Present or Most Recent Employer

Name and Address of	Present or Most Recent Employer		
ates of Most Recent Emp	loyment (Month/Year)		
From	То	Celephone #	Salary
Job Title and Duties			
Name of Immediate Supervisor	Title	Telephone #	
May we contact? Yes	No	If NO, why not?	
Reason for Leaving			
	_		
How much notice did y	er say was the reason your employs you give when resigning? If none, minated or asked to resign		
How much notice did y Have you ever been ter Tromany job?	you give when resigning? If none,	explain. If Yes, how many	
How much notice did y Have you ever been ter from any job? Has your employment agreement?	you give when resigning? If none, or asked to resign No ever been terminated by mutual	If Yes, how many times? If Yes, how many times?	ny
How much notice did y Have you ever been ter from any job? Has your employment agreement? Have you ever been giveterminated?	you give when resigning? If none, or asked to resign No ever been terminated by mutual No ven the choice to resign rather than	If Yes, how many times? If Yes, how many times? If Yes, how many times?	

school or volunteer-related references.

Name	Position		Company	
Work Relationship (i.e., sup co-worker)	pervisor,	Phone #		_
Name	Position		Company	
Work Relationship (i.e., sup co-worker)	pervisor,	Phone #		_
Name	Position		Company	
Work Relationship (i.e., sup co-worker)	pervisor,	Phone #		_

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

This Company is an at-will employer as allowed by applicable state law, this means that regardless of any provision in this application, if hired, the Company or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the Company is authorized to enter into an agreement--express or implied--with me or any applicant for employment for a specified period of time unless such an agreement is in a written contract signed by the President of the Company.

If hired, I agree to conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I authorize the Company or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

This application will be considered active for a maximum of sixty (60) days. If you wish to be considered for employment after that time, you must reapply.

Applicant Signature	Date
continued employment, that an	oyer may not require or demand, as a condition of employment, prospective employment, or individual submit to or take a lie detector, polygraph, or similar test. An employer who violates nor and subject to a fine not to exceed \$100. I have read and understand the above statement.
Applicant Signature	Date
condition of employment or con	
	rohibit the use of lie detector, polygraph or similar test as well.
This application may not be app	olicable for all industries.
Additional Comments	
Please complete or decline	e our short "Invitation to Self Identify" survey. Thank you!

Complete Survey Decline Survey