

**Richcroft, Inc.**

Executive Plaza IV

11350 McCormick Road, Suite 700

Hunt Valley, MD 21031

Note: Submit this application by fax @: 410-316-9531 or by e-mail to:

[Richcroft88@outlook.com](mailto:Richcroft88@outlook.com)

**Employee Application**

Date: \_\_\_\_\_

**Note: A pre-employment drug test will be administered**

How were you referred: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_

\_\_\_\_\_ Zip code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Position(s): \_\_\_\_\_

Counties in which you will work: \_\_\_\_\_

Are you older than 18?  Yes  No

**NOTE: You MUST have your driver's license for at least one year.**

Is your driver's license valid?  Yes  No

Do you have any points on your driving record?  Yes  No If yes, how many? \_\_\_\_\_

Are you a high school graduate?  Yes  No Date of graduation: \_\_\_\_\_

Location of high school: \_\_\_\_\_

College: \_\_\_\_\_

Are you med certified?  Yes  No If so, give agency name: \_\_\_\_\_

Have you ever been med certified?  Yes  No

Nurse name: \_\_\_\_\_ Date: \_\_\_\_\_

Have you ever applied for a position with this agency, or have you ever worked for this agency?

Yes  No

Please explain: \_\_\_\_\_

## EMPLOYMENT HISTORY

COMPLETE THE FOLLOWING WORK HISTORY QUESTIONS, IN REVERSE ORDER, BEGINNING WITH YOUR PRESENT/LAST EMPLOYER. YOUR FAILURE TO ANSWER ALL QUESTIONS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

EMPLOYER \_\_\_\_\_ DATES (FROM/TO)\_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR \_\_\_\_\_

SPECIFIC DUTIES \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATES (FROM/TO)\_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR \_\_\_\_\_

SPECIFIC DUTIES \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATES (FROM/TO)\_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR \_\_\_\_\_

SPECIFIC DUTIES \_\_\_\_\_

AS A WRITING SAMPLE, WE WOULD LIKE ALL APPLICANTS TO ANSWER ONE (1) OF THE FOLLOWING QUESTIONS USING THE LOWER PORTION OF THIS PAGE.

1. The strengths in my personality, education, and experience that I will bring to working in the residential program are . . .
2. My goals in the Human Services Field are . . .
3. My most interesting accomplishment in working with disabled people was . . .