



EMPLOYMENT APPLICATION

Date: ____/____/____ Time: _____ Hiring Manager: _____

PERSONAL INFORMATION *(Please Print)*

Name _____
Last First Initial

Present Address _____
Street Apt. # City State Zip Code

How Long at present address? _____

Email Address _____ Cell Phone _____

Telephone Home (____) _____ Telephone Work: (____) _____

Previous Address _____
Street Apt. # City State Zip Code

Are you currently authorized to work in the United States? ____ Yes ____ No

If hired, date you are available to start _____

DESIRED EMPLOYMENT

Position/general work for which you are applying _____

How did you learn of this opening?

☐ Newspaper Ad ☐ Referral ☐ Online Ad ☐ Other _____

What type of position are you applying for?

☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary

GENERAL BACKGROUND

Describe any background experience, military service, education or training that you consider especially applicable to the position for which you are applying. _____

List other special skills that are applicable to this position. _____

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Phone (301) 738-9500

14650 Southlawn Ln Suite #23 Rockville, MD 20850

WORK HISTORY (list most recent job first) If you have a resume, please feel free to reference it, but please be sure to provide all information requested in this section.

1. Name and address of Employer _____

From _____ To _____ Telephone _____ Supervisor _____

Position _____

Job Responsibilities _____

Salary Beginning _____ Ending _____

Reason for leaving _____

2. Name and address of Employer _____

From _____ To _____ Telephone _____ Supervisor _____

Position _____

Job Responsibilities _____

Salary Beginning _____ Ending _____

Reason for leaving _____

3. Name and address of Employer _____

From _____ To _____ Telephone _____ Supervisor _____

Position _____

Job Responsibilities _____

Salary Beginning _____ Ending _____

Reason for leaving _____

4. Other employment experience, including dates

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EDUCATION

Type	Name & Location	Graduated Yes / No	Diploma / Degree
High School			
College			
Other (e.g., graduate school, vocational, trade school, etc.)			

OTHER INFORMATION

May we contact your present employer? ☐ Yes ☐ No

Have you previously been employed by our company? ☐ Yes ☐ No

If yes, where and when?

Are you over 18 years of age? ☐ Yes ☐ No

(if under 18 years of age, applicant will be required to submit a work certificate)

Have you ever been convicted of a crime involving dishonesty, breach of trust or felony? ☐ Yes ☐ No

If yes, please explain and provide location and dates. (Note: A criminal conviction will not necessarily be a bar to employment. Relevant factors such as age at the time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. Any such matter should be fully explained below.)

List two people (other than relatives) who would be willing to answer a business-related reference inquiry from our company on your behalf.

Name	Address	Telephone	Years Known	Occupation

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**TALK OF THE TOWN
PRE-EMPLOYMENT APPLICATION ADDENDUM**

The County of Fairfax requires us to certify the following information. Please answer the following questions to be considered for employment for events in Fairfax County, Virginia (and/or other agencies / clients that ask Talk of the Town to certify similar information)*:

OTHER INFORMATION

Have you ever been convicted of a crime involving:

Please check a box and initial by each answer on each line:

Dishonesty?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Theft?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Child Abduction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Sexual Assault?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Neglect of Children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Obscenity Involving Children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Crimes against Nature Involving Children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Illegal Sale, Distribution, or Possession of a Controlled Substance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
A Violent Crime (Murder / Assault / Use of Weapon, Etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Any Other Felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

If you answered "yes" to any of the questions above, please explain and provide location and dates of offense:

Offense	Date	Location	Comments

*Note: Other agencies/clients may ask for similar information regarding Talk of the Town staff.

A criminal conviction will not necessarily be a bar to employment with Talk of the Town. Relevant factors such as age, the time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Signature

Date

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Talk of the Town is committed to the principles of equality in employment. It is contrary to our policy to discriminate against individuals because of race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status protected by law. We expect that all employees will be treated equally without regard to these characteristics. Consistent with this policy, Talk of the Town strives to ensure that:

- Applicants are recruited, hired and trained for all jobs without regard to race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status prohibited by law.
- Transfer, promotions and lay-off decisions are made without regard to race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status prohibited by law.
- Other personnel policies and practices including compensation, benefits, discipline and company-sponsored programs and activities are administered without regard to race, color, religion, age, national origin, citizenship status, gender, sexual orientation, disability, veteran status or any other status prohibited by law.
- All employees are treated by others in the workplace with dignity and respect.

PRE-EMPLOYMENT STATEMENT (please read and sign the statement below)

I understand that if I am employed, any misrepresentation or omission of material facts on this application is sufficient cause for immediate dismissal. Talk of the Town, in considering my application, may obtain additional information relating to my background. By signing below, I authorize all persons, schools, companies, corporations, law enforcement agencies and credit bureaus to supply information concerning my background.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Talk of the Town and myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Talk of the Town unless made in writing by the President of Talk of the Town.

If employed, during my first 90 days of employment, I understand that I will be considered an introductory employee. During this period, Talk of the Town will have the opportunity to evaluate my ability to perform my job duties, attendance, suitability and potential for success. Talk of the Town retains the right to release me from employment at any time and for any reason. I also understand that Talk of the Town is an “at will” employer, which means the company retains the right to release me from employment at any time and for any reason.

If requested by Talk of the Town, upon my employment, I agree to submit a Fidelity Bond or Credit Bureau application if related to the functions or duties of my position. I also agree to provide requested information related to Talk of the Town conducting a background check once I accept an offer of employment. I hereby state I believe myself to be bondable (an agreement pledging a guarantee against work-related financial losses) and recognize that bonding may be a condition of employment.

Date of Application

Signature (as shown on Social Security Card)

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