



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

Dear Applicant,

Congratulations on taking your first step toward becoming a proud member of the Maryland Civic Justice Corps! As a member of the Civic Justice Corps (CJC), you will participate in conservation service projects in a nearby Maryland State Park, earn money, explore nature, and learn new skills along the way.

We are looking for young people who are ready and willing to take advantage of everything the CJC has to offer. Does this describe you? If so, simply complete this application packet as carefully and thoughtfully as possible. Submitting a quality application will greatly improve your chances of being selected for this opportunity, so put your best foot forward on this important first step to your new future.

Application Packet Instructions:

1. Complete the attached application so that it is neat, legible and fully completed.
2. Have an adult write you a letter of recommendation, and attach that letter to this packet. The adult can be a parent, teacher, counselor, case manager, coach, or anyone who knows you and believes you would be a good candidate for the CJC.

We haven't had the chance to meet you yet, so this packet is the only way for us to know if you are serious about accepting this challenge. Don't be shy about sharing your strengths and accomplishments! Take your time and seek assistance if necessary. There are limited positions available, so make it your first goal to ensure that YOUR application stands out from the rest!

Good Luck!

Sincerely,

Ranger P. Taylor
Civic Justice Corps Coordinator

Corps Member Application for the Maryland Civic Justice Corps

IMPORTANT! PLEASE READ: This application is for youth who are 14 – 17 years old, seeking to become corps members in the Maryland Civic Justice Corps (CJC) for the summer of 2010. The 2010 CJC program runs for six (6) weeks. This application is the first step in the recruitment process, as we seek candidates who are ready for this opportunity. If your contact information changes, please remember to keep us updated. Applications must be submitted no later than April 30, 2010. Return completed application to:

Ranger P. Taylor, Gunpowder Falls State Park, P.O. Box 480, Kingsville, MD 21087.

1. Tell Us Who You Are:

Name _____
Last First MI
Address _____
Street City State County Zip
Home Phone _____ Work Phone _____ Cell phone _____
Email: _____

Can you speak a language other than English? None ___ Some ___ Fluent ___
Which language(s)? _____

2. Tell Us About Your Education:

Are you currently a student? Yes ___ No ___ If yes, what grade are you in? _____

What school do you attend? _____

High school graduate or GED? Yes ___ No ___ If no, highest grade completed _____

High school name, address and dates attended: _____

Trade/Technical school name, address and dates attended: _____

Major course of study: _____

Please list any adults (teacher, coach, parent, counselor, pastor, etc.) who you would like to use as references:

Name _____ Contact information _____

What is this adult's relationship to you (parent, teacher, supervisor, etc.) _____

Name _____ Contact information _____

What is this adult's relationship to you (parent, teacher, supervisor, etc.) _____

3. Tell Us About Your Work Experience: (No previous work experience is required for this position, but if you have had other jobs, please tell us about it)

Your present or last job. Where did you work?

Name of employer: _____

Address where you worked: _____
Street City State Zip

Your supervisor's name and phone number: _____

Your job title: _____

Hours per week: _____

Job duties included: _____

Reason for leaving: _____

Your next most recent job: Where did you work? Name of employer: _____

Address where you worked: _____
Street City State Zip

Your Supervisor's name and phone number: _____

Your job title: _____

Hours per week: _____

Job Duties included: _____

Reason for leaving: _____

Did you supervise anyone in your previous employment? Yes ___ No ___

Please use this space below for any additional information you feel pertinent. (i.e. honor roll, member of school athletic program, club or organization, hobbies, etc.)

“Under Maryland Law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.”

Date: _____ Signature of Applicant: _____

You must be legally authorized to work in the United States under the United States Immigration Reform and Control Act of 1996.

You may be tested for illegal drug use. If selected for a position in the classified service you may be given a medical examination to determine your ability to perform job related functions.

I hereby affirm that this application contains no willful misrepresentations or falsifications and that this information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application will be disproved, my name removed from the eligible list and that I will not be certified for employment in any position under the jurisdiction of the Department of Personnel. I am aware that a false Statement is punishable under law by fine or imprisonment or both.

DATE: _____ SIGNATURE OF APPLICANT: _____

State of Maryland is an Equal Opportunity Employer

(If this application is used for hiring purposes, remove this section of the application prior to the interview process.) To further its commitment to equal opportunity employment, the State of Maryland requests applicants to provide voluntary, the following information. This information will be used for statistical purposes only by authorized personnel.

Day Month Year

Birth Date: Male ___ Female ___

Are you a US Citizen or Legal Alien? Yes ___ No ___

Race/Ethnic Identification- Please Check One Only

- 1. ___ White (not of Hispanic origin): Includes persons having origin in any of the original peoples of Europe, North Africa or the Middle East.
- 2. ___ Black (not of Hispanic origin): Includes persons having origin in any of the Black racial groups of Africa.
- 3. ___ Asian or Pacific Islanders: Includes persons having origins in any of the original peoples of the Far East, South East Asia, the Indian Sub Continent, or the Pacific Islands.
- 4. ___ American Indian or Alaskan Native: Includes persons having origins in any of the original peoples or North America, and who maintain cultural identification through tribal affiliation.
- 5. ___ Hispanic: Includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

(For Interviewer's Use Only)

Park Applied to: _____ Date Interviewed: _____

Interviewed by: _____ Interview Score: _____

Interview scheduled for: _____

Interviewee arrived: ___ On time ___ Minutes late ___ No show

How did interviewee find out about this position?

Newspaper Job Service Internet Radio School Park signs

Other; _____

Offer Made: ___ Yes ___ No

___ Accepted ___ Declined, If declined, Why?:

Already Employed Not enough Money No Transportation

Type of work not of interest Looking for full-time employment

Other; _____

What would make the job more appealing?

Higher pay rate (dollar amount) _____ Provide year-round employment

Provide transportation Other; _____

Starting Date: _____ Starting Salary: _____

Finishing Date: _____