



EMPLOYMENT PACKAGE

Position: Human Resources Coordinator

ATTACHMENTS

Application for Employment (6 pages)

Affirmative Action/Equal Employment Opportunity (1 page)

Verification of Former Employment (1 page)

Job Description – Human Resources Coordinator (3 pages)

Job Description Acknowledgement – Human Resources Coordinator (1 page)

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PLEASE NOTE THAT PROCESSING YOUR APPLICATION WILL BE DELAYED IF YOU FAIL
TO COMPLETE THE ATTACHMENTS IN THEIR **ENTIRETY**.



Returned Date: _____

Received By: _____

TOWN OF NORTH EAST, MD

NOTICE TO APPLICANTS

[Screening tests for illegal drug use may be required as a condition of employment]

Feel free to submit a resume with your application. However, the resume should not be submitted in place to completing this application.

APPLICATION FOR EMPLOYMENT

POSITION APPLING FOR Human Resources Coordinator

Regular Full-Time _____ Regular Part-Time XX Temporary _____ Emergency _____ Contractual _____

How did you learn of this employment opportunity with the Town? _____

Are you currently employed by the Town of North East? Yes _____ No _____ If yes, what Department? _____

Have you ever worked for the Town of North East? Yes _____ No _____ If yes, when? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative. Do any members of your family work for the Town of North East? Yes _____ No _____ If yes, please indicate name and the position they hold _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear _____

Address _____
(Street) (City) (State) (Zip Code)

Email Address _____ Last 4 digits of Social Security No. _____

Home Phone No. _____ Ok to leave a message? Yes _____ No _____

Cell Phone No. _____ Ok to leave a message? Yes _____ No _____

When is the best time to contact you? _____

Do you have a valid driver's license? Yes _____ No _____ Class: A _____ B _____ C _____ ID Card _____
(This information must be provided when a driver's license is required)

License No. _____ Expiration Date _____

If not MD state Issuing State _____ Expiration Date _____

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [] No [] If no, please explain:

As an Equal Opportunity Employer, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

[INTENTIONALLY LEFT BLANK]

EDUCATIONAL DATA

Did you successfully complete?	Circle Highest-Grade Successfully COMPLETED				Name and Address of Last Elementary and High School Attended and Course of Study
Elementary yes ☐ no ☐	1	2	3	4	_____
Junior High yes ☐ no ☐					_____
Senior High yes ☐ no ☐	5	6	7	8	If you did not graduate from high school, have you received a GED? Yes ☐ No ☐
Date Graduated: _____	9	10	11	12	If yes, give # _____

COLLEGE OR UNIVERSITY

Name and Address of College, University or Professional School and Course of Study	Degree Received and Major	Number Semester Hours	Years Completed	Completion Date

OTHER TRAINING

Name and Address of School	Subjects Studied	Years Completed	Did you finish the course?
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

Do you currently serve in the Military or are you a Veteran? Yes _____ No _____

Typing/Keyboarding: _____ w.p.m. Shorthand: _____ w.p.m. (if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE (if applicable to job for which you are applying)

ADDITIONAL INFORMATION _____

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes [] No [] If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions:

EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.

(Include Military Service) Attach additional sheets if necessary.

1. Employer		Address	
Type of Business	Reason for leaving/ (wanting to leave)	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____			

2. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____			

3. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

4. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

PERSONAL REFERENCES

<u>Name</u>	<u>Address</u>	<u>Relation to Applicant</u>	<u>Occupation</u>	<u>Telephone Number</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

How soon can you report to work? _____

If employed, are you willing to accept the approved salary for the job? _____

Do you have a valid driver's license? Yes _____ No _____ N/A _____ This information must be provided if a driver's license is a minimum requirement. Please select the license class. Non-drivers should provide information from state-issued identification card, if available.

Class: A _____ B _____ C _____ ID Card _____ Other _____

Out of State License Class: _____ Issuing State: _____

License Number: _____ Expiration Date: _____

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date_____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date_____ Applicant Signature _____

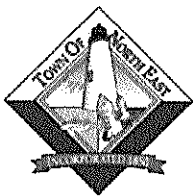
**MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON
THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT
MAY RESULT IN THE REJECTION OF YOUR APPLICATION.**

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of four (4) years.

RETURN TO:

**Town Administrator
106 South Main Street
North East, Maryland 21901-0528**



AFFIRMATIVE ACTION
EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Position Applied: _____

Date: _____

Sex: Male: _____ Female: _____

Race/Ethnic Identification:

_____ White/Caucasian, Indo-European, Pakistani, East Indian

_____ Black/African American, Jamaican, Trinidadian, West Indian

_____ Hispanic, Mexican, Puerto Rican

_____ American Indian, Alaskan Native

_____ Asian, Pacific Islander



VERIFICATION OF EMPLOYMENT

The Town of North East
 Attn: Town Administrator
 106 South Main Street, North East, MD 21901
 410-287-5801

A – Employee *(Complete Section A only, Print all information)*

Current/Former Employer Name _____

Current/Former Employer Address _____

Telephone No. _____

APPLICANT NAME	IF THIS NAME DIFFERS FROM NAME USED AT YOUR PREVIOUS EMPLOYMENT, PLEASE INDICATE NAME USED	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER

DEPARTMENT	JOB TITLE	BASE SALARY AMOUNT	BONUS AMOUNT	OTHER COMPENSATION i.e. car allowance, etc.	EMPLOYMENT DATES FROM: TO:
Reason for Leaving					
Release of Information Authorization	Applicant Signature:			Date:	
Town of North East	Personnel Representative:			Date:	

B – Former Employer *(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope)*

COMMENTS	CIRCLE ONE
WAS THE JOB TITLE AS STATED?	YES NO
WAS THE BASE SALARY AS STATED?	YES NO
WAS THE BONUS AS STATED?	YES NO
IS THE PERIOD OF EMPLOYMENT AS STATED?	YES NO
IS THE REASON FOR LEAVING CORRECT?	YES NO
WOULD YOU REHIRE THIS INDIVIDUAL?	YES NO
OTHER COMMENTS:	



Mayor and Commissioners of the Town of North East

Job Description

JOB TITLE

Human Resources Coordinator

DEPARTMENT

Administration

NATURE OF WORK

The Human Resources Coordinator shall perform any combination of the following duties: Managing employee records, processing payroll, administering employee benefits, and ensuring compliance with human resource policies, labor laws, and payroll tax regulations, assist with recruitment, onboarding, and termination. Position requires payroll software proficiency, human resources best practices knowledge, labor laws and relevant regulation compliance, excellent communication, interpersonal skills, analytical skills, organizational skills, attention to detail, problem-solving and customer service.

SUPERVISION RECEIVED

This position reports to the Town Administrator and under general supervision. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult or unusual assignments. The employee uses initiative in carrying out recurring assignments. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

This job has no supervisory responsibilities.

EXAMPLES OF WORK

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Accurately process payroll, including timekeeping, deductions, and tax withholdings.
- Manage MCSJ payroll software and ensure data integrity.
- Reconcile payroll data and provide reports for the general ledger.
- Administer and process employee benefit programs (health, dental, vision, life, retirement, voluntary coverages).
- Assist employees with benefit enrollment, changes, and terminations.
- Ensure compliance with applicable laws and regulations related to payroll and benefits.
- Maintain employee records, including personnel files, job descriptions, and performance evaluations.
- Assist with recruitment and onboarding processes.
- Answer employee questions regarding human resources policies and procedures.
- Support employee relations by addressing concerns and resolving issues.
- Conduct new employee orientations and provide information on human resources policies.

- Assist with exit interviews and termination paperwork.
- Maintain confidentiality of employee information.
- Prepare reports and analyze data related to human resources and payroll.
- Support audits and ensure compliance with relevant regulations.
- Perform other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

- Payroll Software Proficiency: Experience with payroll software systems.
- Human Resources Knowledge: Understanding of human resources policies, procedures, and best practices.
- Compliance: Knowledge of relevant labor laws, regulations, and compliance requirements.
- Communication: Excellent written and verbal communication skills.
- Interpersonal Skills: Ability to build relationships and interact effectively with employees and management.
- Analytical Skills: Ability to analyze data, identify trends, and make recommendations.
- Organizational Skills: Strong organizational and time management skills.
- Attention to Detail: Ability to work accurately and maintain meticulous records.
- Problem-Solving: Ability to identify and resolve problems effectively.
- Customer Service: Ability to provide excellent customer service to employees and other stakeholders.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is generally performed at a desk or conference room setting. Walking, sitting standing, bending and reaching is required. Lift and carry storage boxes and office supplies. Maintains work area. Exposure to adverse weather conditions is minimal. Exterior work is minimal.

QUALIFICATIONS REQUIRED

To perform this position successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill and/or ability required.

EXPERIENCE REQUIRED

- Bachelor's degree in Human Resources, Business Administration, or related field is preferred, or equivalent experience.
- Knowledge of Edmunds MCSJ software payroll module is preferred, or experience in other payroll software systems.
- Knowledge of Microsoft and Google office software.

LANGUAGE SKILLS

Ability to communicate, read, write and understand English at a level necessary for efficient job performance.

LICENSES AND OTHER REQUIREMENTS

- Valid Maryland Driver's License and a driving record acceptable to the Town's Risk Manager.
- HIPPA Compliance Certification will be required.
- Confidentiality Agreement.
- Become a member of and achieve certification in SHRM within six (6) months of being hired.

EXEMPT

- No.
- This position can be either part time or full time.

REPORTS TO

Town Administrator

SALARY LEVEL

Based on education and experience

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.

Adopted by Resolution No. 2026-01-01

Date: January 14, 2026



JOB DESCRIPTION ACKNOWLEDGMENT

I, _____ hereby acknowledge and affirm that I have read and understand the attached job description created or revised by **Resolution 2026-01-01** dated **January 14, 2026** for the position of *Human Resources Coordinator*.

Signature

Date