

101 Tandy Drive
Hagerstown, MD 21740

APPLICATION FOR EMPLOYMENT

Today's Date:	
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PART 1: GENERAL INFORMATION

Name:	
Street Address:	
City, State, ZIP Code:	

Home telephone number:	
Work telephone number:	
May we contact you at work? (yes/no):	
Cell phone number (optional):	
Email address:	

Title of position for which you are applying:	
Minimum salary expectation:	
Date you are available:	

Are you legally eligible for employment in the United States? (yes/no):	
Are you related to a Washington County Free Library or Western Maryland Regional Library staff member? (yes/no):	
If you answered "yes," please provide the name of the employee and your relationship:	
Some positions require that the employee hold a valid driver's license. Do you hold a driver's license in good standing? (yes/no):	
Have you ever been convicted of a felony or misdemeanor other than a minor traffic	

Violation? (yes/no):	
If you answered "yes," please explain:	

PART 2: EDUCATION AND TRAINING

What is your highest grade completed? (Example: 11 th grade):	
Last high school attended (include address if located outside of Maryland)	
Did you graduate? (yes/no):	
If you answered "no," do you have a high school equivalency (GED)? (yes/no):	
If "yes," in what state was your GED awarded?	

Type of School	School Name, City, and State	Dates Attended	
		From	To
Graduate School			
Major Field			
Minor Field			
Degree(s) and Date(s) Awarded			

Type of School	School Name, City, and State	Dates Attended	
		From	To
College			
Major Field			
Minor Field			
Degree(s) and Date(s) Awarded			

Type of School	School Name, City, and State	Dates Attended	
		From	To
College			

Major Field	
Minor Field	
Degree(s) and Date(s) Awarded	

Type of School	School Name, City, and State	Dates Attended	
		From	To
Other Education:			
Major Field			
Minor Field			
Degree(s) and Date(s) Awarded			

Type of School	School Name, City, and State	Dates Attended	
		From	To
Other Education:			
Major Field			
Minor Field			
Degree(s) and Date(s) Awarded			

PART 3: SPECIALIZED SKILLS

Include business equipment, computer hardware and software, mechanical/technical, foreign language, sign language, or public service training and skills. Also include any professional certifications or licenses held.	

PART 4: WORK EXPERIENCE

Provide a complete record of your work history over the past ten years (longer if you desire) including part-time work, temporary or seasonal, military service, volunteer work and internships. List all experience in order, beginning with your present or most recent position. Use a supplemental sheet if additional space is needed. A résumé may be attached, but does not serve as a substitute for a completed application. A résumé is required for some positions (see PART 8). False statements, omissions, or misrepresentations may result in the rejection of this application and candidacy for this position and other positions.

(#5)	From (month/year)	To (month/year)
Employment Dates:		
Type of Employment (Full-time, Temporary/Seasonal, Part-time, or Other):		
Employer:		
Employer's complete address:		
Employer's telephone number:		
Position held:		
Major responsibilities:		
Name of supervisor:		
Reason for leaving:		

(#4)	From (month/year)	To (month/year)
Employment Dates:		
Type of Employment (Full-time, Temporary/Seasonal, Part-time, or Other):		
Employer:		
Employer's complete address:		

Employer's telephone number:	
Position held:	
Major responsibilities:	
Name of supervisor:	
Reason for leaving:	

(#3)	From (month/year)	To (month/year)
Employment Dates:		
Type of Employment (Full-time, Temporary/Seasonal, Part-time, or Other):		
Employer:		
Employer's complete address:		
Employer's telephone number:		
Position held:		
Major responsibilities:		
Name of supervisor:		
Reason for leaving:		

(#2)	From (month/year)	To (month/year)
Employment Dates:		
Type of Employment (Full-time, Temporary/Seasonal, Part-time, or Other):		
Employer:		
Employer's complete address:		

Employer's telephone number:	
Position held:	
Major responsibilities:	
Name of supervisor:	
Reason for leaving:	

(#1)	From (month/year)	To (month/year)
Employment Dates:		
Type of Employment (Full-time, Temporary/Seasonal, Part-time, or Other):		
Employer:		
Employer's complete address:		
Employer's telephone number:		
Position held:		
Major responsibilities:		
Name of supervisor:		
Reason for leaving:		

PART 5: HOURS AVAILABLE (part-time applicants only)

Please list the hours you are available to work:	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	

Sunday:	
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PART 6: PREFERRED LOCATIONS (part-time applicants only)

Please select any library locations in which you are interested in working with a “yes”:	
Bookmobile	
Boonsboro	
Clear Spring	
Hagerstown (WCFL Central Library)	
Hagerstown (Western Maryland Regional Library)	
Hancock	
Keedysville	
Sharpsburg	
Smithsburg	
Williamsport	

PART 7: REFERENCES

List business or professional references only. Please do not list relatives.			
Name	Address	Telephone	Occupation

May we contact your current employer? (yes/no):	
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PART 8: RÉSUMÉ

<p>Full-time applicants must submit an Application for Employment and a résumé. To submit your résumé, email it to admhr@washcolibrary.org, mail it to the Human Resources Department at 101 Tandy Drive, Hagerstown, MD 21740, or fax it to the Human Resources Department at 301-739-7603. Part-time applicants are only required to complete an Application for Employment, but may choose to submit a résumé using any of the methods listed above.</p>

PART 9: NOTICE

“UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.”

I hereby acknowledge that I have read and understand the polygraph notice written above:

Signature (Applicants completing this form electronically may type their initials):

Date of acknowledgement:

(Separate acknowledgement required by Maryland Law)

PART 10: CERTIFICATION

I understand submission of this application does not guarantee employment at the Washington County Free Library or Western Maryland Regional Library (“the library”). I further understand that any employment with the library is for no definite period of time. If employed, I may resign at any time for any reason or the library may terminate my employment at any time for any reason in absence of any specific written agreement to the library, or as prohibited by statute.

I hereby certify that any and all statements made on this application are true, complete and correct to the best of my knowledge and are made in good faith and I authorize the library to investigate the statements made on this application. I understand that any misrepresentations or false statements made on this application could render it void and, if employed, could be cause for my termination. I authorize the library to contact my former employer(s) and listed references or other persons who can verify information, and I give consent for former employer(s) and other contacted persons to respond to questions pertaining to information contained in this application. Further, I release from liability such former employer(s) or other persons contacted by and providing information to the library. I understand that as a condition of employment I must be able to provide proof of my right to work in the United States.

I understand that applicants who do not meet the minimum qualification requirements for the position will not be considered. If the position requires a degree or certification I must provide a copy of transcripts for all coursework completed or a copy of the awarded certification. If the certificate or degree was awarded outside of the United States, I must provide equivalency.

I understand that the Washington County Free Library and Western Maryland Regional Library participate in the State of Maryland Criminal Background Investigation Check program and use it as the final step in the employment process.

Signature:

Date:

(A signature is required for mail and fax application submissions. A signature is not required for email applications. However, should an applicant using email be offered an in-person interview they will be required at the time of the interview to review and sign the application.)

Western Maryland Regional Library / Washington County Free Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to their race, color, religion, sex, national origin, sexual orientation, or disability. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.

IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT AT 301-739-3250 x172 or TDD 301-739-3253. U.S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.

Submit this form by mail, fax, or email to:

Human Resources Department
Washington County Free Library
101 Tandy Drive
Hagerstown, MD 21740

Fax: 301-739-7603

Email: admhr@washcolibrary.org