

# Washington County Free Library

Hagerstown, MD 21740



Position Applied For: \_\_\_\_\_

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

## Application for Appointment to Staff

In conformity with applicable laws, the Washington County Free Library is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, age, size, marital status, national origin, or physical or mental handicap.

<b>Name (Last, First, Middle Initial)</b>	
<b>Mailing Address:</b>	
<b>Telephone</b>	
<b>Social Security Number</b>	

If not an American citizen, do you have alien work authorization?  Yes  No

## EDUCATION

### HIGH SCHOOL

Name of School	
City and State	
Course Taken	
Graduated	<input type="checkbox"/> Yes <input type="checkbox"/> No

### BUSINESS/TECHNICAL SCHOOL

Name of School	
City and State	
Course Taken	
Graduated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree Received	

### COLLEGE

Name of School	
City and State	
Major(s)	
Minor(s)	
Graduated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree Received	

### GRADUATE SCHOOL

Name of School	
City and State	
Major(s)	
Minor(s)	
Graduated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Degree Received	

**WORK EXPERIENCE (list most recent first)**

Please indicate if employed under name(s) other than that given on page 1.

<b>1-Firm/Library</b>	
Location	
Position	
Major Responsibilities	
Name of Supervisor	
Telephone (if known)	
Dates Employed	

<b>2-Firm/Library</b>	
Location	
Position	
Major Responsibilities	
Name of Supervisor	
Dates Employed	

<b>3-Firm/Library</b>	
Location	
Position	
Major Responsibilities	
Name of Supervisor	
Dates Employed	

<b>4-Firm/Library</b>	
Location	
Position	
Major Responsibilities	
Name of Supervisor	
Dates Employed	

<b>5-Firm/Library</b>	
Location	
Position	
Major Responsibilities	
Name of Supervisor	
Dates Employed	

**(Please use additional sheet if necessary)**

Reason for desiring change or for leaving last position

May we contact your past employer?  Yes  No

May we contact your present employer?  Yes  No

List equipment you can operate that you feel would be of benefit to the Library:

OFFICE:	
Typing Speed	
DATA PROCESSING	
PRINTING/GRAPHICS	
AUDIO-VISUAL	
MAINTENANCE	
MOTOR VEHICLE	
OTHER	

In addition to the above, why would you be an asset to our Staff?

**Candidate selected for position must perform essential job functions with or without reasonable accommodations.**

The Washington County Free Library participates in the State of Maryland Criminal Background Investigation Check program and uses it as the last step in the employment procedure.

I understand that falsification of any information given on this application can be grounds for dismissal, if appointed.

\_\_\_\_\_  
Signature

This application is valid for only one (1) calendar year. If you have not been employed within 12 months of your application date, you must reapply.

**WASHINGTON COUNTY FREE LIBRARY**  
101 Tandy Drive  
Hagerstown, MD 21740

FOR LIBRARY USE ONLY

Position and Department for which applicant is considered

Offered Position			
	Day	Month	Year
Not Offered Position			
	Day	Month	Year

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