

100 South Potomac Street  
Hagerstown, MD 21740

## APPLICATION FOR EMPLOYMENT

Today's Date:	
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### GENERAL INFORMATION

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

Telephone number:	
Email Address:	
Title of position for which you are applying:	
Date you are available:	

Are you legally eligible for employment in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you hold a driver's license in good standing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### EDUCATION AND TRAINING

Type of School	School Name, City, and State	Dates Attended	
		From	To
<b>High School</b>			
Course Taken			
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of School	School Name, City, and State	Dates Attended	
<b>Business/Technical School</b>			
Course Taken			
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Degree Received:		

Type of School	School Name, City, and State	Dates Attended	
		From	To
<b>College</b>			
Major Field			
Minor Field			
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Received:		

Type of School	School Name, City, and State	Dates Attended	
		From	To
<b>Graduate School</b>			
Major Field			
Minor Field			
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Received:		

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

<b>(#1)</b>		
Employer		
Location		
Position held:		
Major responsibilities:		
Name of supervisor:		
Dates Employed	From (month/year)	To (month/year)
Reason for leaving?		
<b>(#2)</b>		
Employer		
Location		
Position held:		
Major responsibilities:		
Name of supervisor:		
Dates Employed	From (month/year)	To (month/year)
Reason for leaving?		

<b>(#3)</b>		
Employer		
Location		
Position held:		
Major responsibilities:		
Name of supervisor:		
Dates Employed	From (month/year)	To (month/year)
Reason for leaving?		

Please use additional sheet if necessary

May we contact your past employer?  Yes  No

May we contact your present employer?  Yes  No

### **HOURS AVAILABLE (part-time applicants only)**

Please list the hours you are available to work:			
<b>Monday:</b>		<b>Tuesday:</b>	
<b>Wednesday:</b>		<b>Thursday:</b>	
<b>Friday:</b>		<b>Saturday:</b>	
<b>Sunday:</b>			

### **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.			
OFFICE		DATA PROCESSING	
PRINTING/GRAPHICS		AUDIO-VISUAL	
MAINTENANCE		MOTOR VEHICLE	
OTHER			

## REFERENCES

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

The Washington County Free Library/Western Maryland Regional 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.

<b>Signature:</b>	
<b>Date:</b>	

The Washington County Free Library/Western Maryland Regional Library recognizes the principles of diversity and inclusion, and strives to ensure equal opportunities for its workforce, applicants, and community members. If you are a person who wants to make a difference, give back to your community, and be a voice for change, apply to the Washington County Free Library/Western Maryland Regional Library today.

IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT AT 301-739-3250 x162 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  
100 South Potomac Street  
Hagerstown, MD 21740

Fax: 301-739-7603

Email: [admhr@washcolibrary.org](mailto:admhr@washcolibrary.org) | Website: <https://www.washcolibrary.org>