

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

WORK EXPERIENCE (List most recent first)

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

Dates Employed	From (month/year)	To (month/year)
Reason for leaving?		

(#3)		
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:			
Monday:		Tuesday:	
Wednesday:		Thursday:	
Friday:		Saturday:	
Sunday:			

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. Please do not list relatives.			
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.

Signature:	
Date:	

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 | Website: <https://www.washcolibrary.org>