

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? (yes/no):	
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):	

EDUCATION AND TRAINING

Type of School	School Name, City, and State	Dates Attended	
		From	To
High School			
Course Taken			
Did you graduate? (yes/no):			

Type of School	School Name, City, and State	Dates Attended	
		From	To
Business/Technical School			
Course Taken			
Did you graduate? Yes () No ()	Degree Received:		

Type of School	School Name, City, and State	Dates Attended	
		From	To
College			
Major Field			
Minor Field			
Did you graduate? Yes () No ()	Degree Received:		

Type of School	School Name, City, and State	Dates Attended	
		From	To
Graduate School			
Major Field			
Minor Field			
Did you graduate? Yes () 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 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 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>