

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

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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.

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

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.

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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>