



APPLICATION FOR EMPLOYMENT

307 North Washington Street, Snow Hill, Maryland 21863
(410) 632-2600 (410) 632-1159 (fax)

Date: _____

(Application active for 6months)

Minimum Salary Required: \$ _____

Worcester County Library is an Equal Opportunity Employer. All applicants for employment are considered on the basis of job qualifications and without regard to race, sex, age, national origin, religion, marital status, sexual orientation, or disability. Applicants who falsify or omit information on their application or during an interview will be disqualified from Library employment.

Name: _____
Last First MI

Current Address: _____ **Phone:** _____
Street City State Zip

Email address: _____

Job(s) Applied For (max. 5) _____

Library location desired ___ Berlin ___ Ocean City ___ Ocean Pines ___ Pocomoke ___ Snow Hill

Library location(s) you would consider ___ Berlin ___ Ocean City ___ Ocean Pines ___ Pocomoke ___ Snow Hill

[] Full-time (40 hours/week) [] Regular Part-time (20 hours/week) [] Part-time (less than 20 hours/week) [] Temporary

1. Are you related to anyone employed by the Library? ___yes ___no If yes, who? _____

2. List any Library employees you know personally: _____

3. Are you legally eligible to work in the United States? ___yes ___no (Proof of eligibility required upon employment)

4. Are you at least 18 years of age? ___yes ___no (If no, permit required. (Proof required upon employment)

5. Are you known to prior employers by another name? ___yes ___no If yes, what name(s)? _____

6. Have you ever been employed by the Library? ___yes ___no If yes, answer questions below:

Dates of Employment: _____

Your Last Name During Prior Employment: _____

Department/Job: _____

Reason for leaving: _____

Education

Circle last year completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Degree: _____

Name & Location of Last School Attended: _____

Skills

Please summarize any skills, qualifications, awards or training not listed anywhere else on this application: _____

Reading Comprehension & Writing Skill Level: ___ Exceptional ___ Above Average ___ Average ___ Below Average ___ None

Computer Skill Level: ___ Exceptional ___ Above-average ___ Average ___ Below Average ___ None

List known software programs: _____

Applicant Name: _____

List jobs held for the last 10 years, starting with the most recent, including military service. Use an additional sheet of paper if necessary.

Employer: _____	From: _____	To: _____	Phone No: _____
Address: _____		Job Title: _____	
Duties: _____			
Final Rate of Pay: \$ _____		Reason for Leaving: _____	

Employer: _____	From: _____	To: _____	Phone No: _____
Address: _____		Job Title: _____	
Duties: _____			
Final Rate of Pay: \$ _____		Reason for Leaving: _____	

Employer: _____	From: _____	To: _____	Phone No: _____
Address: _____		Job Title: _____	
Duties: _____			
Final Rate of Pay: \$ _____		Reason for Leaving: _____	

Employer: _____	From: _____	To: _____	Phone No: _____
Address: _____		Job Title: _____	
Duties: _____			
Final Rate of Pay: \$ _____		Reason for Leaving: _____	

APPLICANT: PLEASE READ THE FOLLOWING STATEMENT BEFORE SIGNING.

Polygraph: "Under the law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit or to take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor, and subject to a fine not to exceed \$100.

Applicant Signature: _____ Date: _____

I hereby certify that the information I have given on my application is, to the best of my knowledge, information and belief, true and correct. Applications may be disqualified prior to 1 year for reasons including but not limited to, failure to appear for interview, poor references or misrepresentation or omission of facts. Misrepresentation or omission of facts on my application, whenever discovered, may result in termination of employment. I hereby authorize the Library Board of Trustees, or its representatives, to inquire of each of my former employers, references and all other persons having information concerning me, to disclose my full employment record and any other information they may have concerning me including results of controlled substance test results. I hereby release and hold harmless from any and all liability in connection with requesting such information by the Library Board, its representatives, agents and employees. I further release from any liability, any third parties furnishing such information upon request by the Library Board.

I understand this application and any other Library documents are not contracts of employment, and that any individual who is hired may voluntarily leave upon notice, and may be terminated by the Library at any time and for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee or contractor. I also understand that I will be subject to a probationary period should I become employed by the Library Board of Trustees.

Applicant Signature: _____ Date: _____ Rev. 04/15