



APPLICATION FOR EMPLOYMENT

NAME last first middle

ADDRESS

PHONE home work

POSITION(S) DESIRED

Date Available: Will you accept part-time employment?

Are you legally authorized to accept work in the United States? [] Yes [] No

Have you ever been convicted of a crime which would have a bearing on your fitness for the position for which you are applying? [] Yes [] No

IF YES DESCRIBE:

Table with 5 columns: EDUCATION, SCHOOL NAME & LOCATION, # OF YEARS, GRADUATED?, DEGREE(S). Rows include High School, College, and Trade, Business or or Correspondence.

SPECIAL SKILLS?

Do you have a Maryland Library Association Certificate? Do you have a valid driver's license?

Do you type? WPM? Do you have computer skills? Please specify type and programs:

Are you experience with programming for children? [] Yes [] No YEARS MONTHS

Describe:

Have you done research? In what capacity? [] Yes [] No YEARS MONTHS

Describe:

Have you worked or volunteered in a Library? [] Yes [] No YEARS MONTHS

Describe:

Have you worked with the public? [] Yes [] No YEARS MONTHS

Describe:



APPLICATION FOR EMPLOYMENT CONTINUED

Are you currently employed? [] Yes [] No May we contact your present employer? [] Yes [] No

FORMER EMPLOYERS (List below last five employers, starting with the most recent)

From (Mo/Yr) To	Position	Employer Name & Address	Supervisor's Name	Reason for Leaving
1.				
2.				
3.				
4.				
5.				

OTHER APPLICABLE EXPERIENCE (including volunteer experience)?

REFERENCES (give names of three persons not related to you)

Name	Address	Phone	Business	Position Years	Acquainted
1. _____					
2. _____					
3. _____					

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties for any damage that may result from furnishing same to you.

Signature of applicant: _____ Date signed: _____

NOTICE TO APPLICANT

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

Signature of applicant: _____ Date signed: _____