

The
Ruth Enlow Library
of GARRETT COUNTY



Community + Opportunity

Employment Application

Date _____

Position applying for _____

Applying for which Branch _____

Who referred you to us? _____

EMPLOYEE INFORMATION

Name: _____
Last First MI

Address: _____

Telephone: _____ Alternate telephone: _____

Have you applied with us previously?
 Yes No If yes, when? _____

Are you at least 18 years old?
 Yes No

Are you able to perform the essential functions of the
 position with or without accommodations?
 Yes No

Are you legally eligible for
 employment in the United
 States? Yes No

Are you willing to work any shift, including nights and weekends? Yes No

If offered employment, when would you be available to begin work? _____

EMPLOYMENT HISTORY

List the most recent employment first. Include summer and temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

Employer name and address: _____ _____ _____ Start date: _____ End date: _____	Position title/duties, skills: _____ _____ _____ Supervisor: _____ Telephone: _____	Reason for leaving _____ _____ _____
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Summarize other employment related to this job: _____

EDUCATION

	Institution name	Years Completed	Field of Study	Degree
High School				
College/University				
Business/Technical				
Additional				

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate:

Professional licenses, certifications or registrations:

REFERENCES

List two professional references who are work related and not relatives or former supervisors.

Name	Address	Telephone	Years Known

CONTACT

In case of accident or illness, please contact:
 Name _____ Daytime telephone _____
 Address: _____

INFORMATION TO THE APPLICANT

I certify that the information provided on this application is truthful and accurate. I understand that if facts are misrepresented or omitted on this application my application may be rejected from further consideration or if I am subsequently hired, I may be discharged from employment.

I authorize Ruth Enlow Library to contact former employers, educational organizations and references for information concerning this application. I authorize my former employers, educational organizations and references to fully and freely communicate information regarding me.

I HAVE CAREFULLY READ AND COMPLETED THIS APPLICATION AND CERTIFY THAT I UNDERSTAND AND AGREE TO ITS TERMS.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature

Date

