Are you legally eligible for

employment in the United States? Yes No

The Ruth Enlow Library of GARRETT COUNTY	Employment Ap Date Position applying for Applying for which Branch	
Community + Opportunity	Who referred you to us?	
Ι	EMPLOYEE INFORMATION	
Name: Last Address:	First	MI
Telephone:	Alternate telephone:	
Have you applied with us previou YesNo If yes, when?	Are you at	least 18 years old? /esNo

Are you able to perform the essential functions of the position with or without accommodations?

____Yes ____No

Are	you	willin	ig to	work	any	shift,	inclu	ding	nights	and	wee	kends'	?	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:	Position title/duties, skills:	Reason for leaving		
Start date: End date:	Supervisor:			
Employer name and address:	Position title/duties, skills:	Reason for leaving		
Start date:	Supervisor:			
Employer name and address:	Position title/duties, skills:	Reason for leaving		
Start date: End date:	Supervisor:	- 1		

Summarize other employment related to this job:

	EDUCATION						
	Institution name	Years Completed	Field of Study	Degree			
High School		1					
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
Name	Address	Telephone	Years Known
	CONTA	СТ	
	or illness, please contact:		
Marra		Jor time a talambana	

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 UNDER-STAND 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

PRE-EMPLOYMENT, PRE-OFFER INVITATION TO SELF IDENTIFY

The Ruth Enlow Library of Garrett County is an entity subject to U.S. Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection Procedures (UGESP) and required to comply with certain government record-keeping requirements. **THIS FORM IS VOLUNTARY AND COMPLETION IS NOT REQUIRED FOR CONSIDERATION FOR EMPLOYMENT**. We hope you will voluntarily complete this form and assist in our compliance program.

This data will be kept in a file separate from the Application for Employment or Human Resource file, if hired.

Position(s) Applied for/ Held:

Date:

For Applicants Only : Referral Source

□ Advertisement □ Employee Referral □ Walk-In □ Employment Agency □ DLLR □ Other (list):

First

Your Name

Last

Middle

Government agencies require periodic reports on the sex and ethnicity of applicants. This data is for analysis and UGESP compliance purposes only. Submission of any of the requested information is voluntary.

Please check which of the following applies to you:

Check one: \Box Male \Box Female

□ Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

 \Box White (not of Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

□ Black (not of Hispanic or Latino) - A person having origins in any of the black racial groups of Africa

□ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the people of Hawaii, Guam, Samoa, or other Pacific Islands.

□ Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

□ American Indian or Alaskan Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central Americas), and who maintain tribal affiliation or community attachment.

 \Box Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races

 \Box I decline the invitation to self identify