



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

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): _____

Your Name _____

Last

First

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: Male Female

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- 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.
- Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races
- I decline the invitation to self identify