

# Wicomico Public Library

## Application for Employment

**We appreciate your interest in employment with Wicomico Public Library.**

Please be assured that qualified applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or the presence of a non-job-related medical condition or disability. If you need assistance with any aspect of the application process, please call the Administrative Offices at 410-749-3612 ext. 110.

**Please Print Clearly**

**Date of Application:** \_\_\_\_\_

**Position(s) Applied For** \_\_\_\_\_

**Name** \_\_\_\_\_  
(Last) (First) (Middle)

**Address** \_\_\_\_\_  
(Street) (P.O. Box)  
\_\_\_\_\_  
(City) (State) (Zip)

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

# Are you legally eligible for employment in the United States of America? YES ☐ NO ☐  
U.S. Law requires all applicants to show proof of identity and right to work in the U.S.

# Have you filed an application here before? YES ☐ Date: \_\_\_\_\_ NO ☐

# Were you previously employed by us? YES ☐ Date: \_\_\_\_\_ NO ☐

# Are you available to work: Full Time ☐ Part Time ☐

# Have you ever been discharged from employment or subject to disciplinary action at work?  
YES ☐ NO ☐

If yes, please explain \_\_\_\_\_

# Have you been convicted of a felony within the last seven years? YES ☐ NO ☐

If yes, please explain \_\_\_\_\_

*You may attach a resume which includes the following information, instead of completing the sections below. Any information on the resume will be considered part of the application and will be subject to verification.*

**Resume attached?**    Yes ☐                      No ☐

# **Work Experience:** List all jobs held, starting with the most recent.

**1. Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Reasons for leaving or wanting to leave \_\_\_\_\_  
Ending rate of pay \_\_\_\_\_ May we contact?    Yes ☐    No ☐

**2. Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Reasons for leaving or wanting to leave \_\_\_\_\_  
Ending rate of pay \_\_\_\_\_ May we contact?    Yes ☐    No ☐

**(Continue on another sheet, as needed.)**

**List special skills or qualifications** that you have which should be considered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Education:** Indicate the highest grade of education or degree achieved, and list any other training which you think will be relevant to the job for which you are applying.

Highest grade or degree \_\_\_\_\_

Name/address of School \_\_\_\_\_

Other Training \_\_\_\_\_

# **References:** List name, address and phone number of 2 persons who are familiar with your work ability.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

# **Please read and sign below:**

I certify that the above information is correct and complete to the best of my knowledge and belief. To determine my qualifications for employment, I authorize Wicomico County Free Library to verify any of the information I have submitted in this application and to request information from previous employers as noted and from references herein provided. I understand that any false or misleading information furnished by me on the application form or in connection with my application for employment or omission of material fact may result in rejection of the application, or if employed by the Library, in the termination of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Wicomico Public Library is an Equal Opportunity Employer.**

Wicomico Public Library  
122 S. Division Street  
Salisbury, MD 21801  
Phone: (410) 749-3612, ext. 110  
Fax: (410) 548-2968