

# TALBOT COUNTY FREE LIBRARY

100 W. Dover Street  
Easton, MD 210601

410 822-1626  
fax 410 820-8217

## Application for Employment

Talbot County Free Library is an equal opportunity employer and does not discriminate on the basis of race, color, religion, ancestry, age, gender, marital status, national origin, sexual orientation, disability, veteran status, or other classification protected under applicable laws.

**Please Print or Type**

Position(s) applied for: \_\_\_\_\_

Date \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  

Last
First
Middle

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
 \_\_\_\_\_ Other Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

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

(If offered employment, you will be required to provide documentation verifying eligibility)  
 Are you at least 16 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATION**

School Type	Name and Location of School	Course of Study	Did You Graduate?	Degree or Diploma
<b>Graduate</b>				
<b>College</b>				
<b>Business/ Trade/ Technical</b>				
<b>High School</b>				

Professional Certifications \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT:** List previous 5 employers, beginning with most recent.  
If any employment was under a different name, please indicate name.

1. Name and address of Employer _____ _____ From _____ To _____ Name (if different) _____ Final Pay Rate _____ Position(s) Held _____ Reason for Leaving _____ Describe Work Performed _____ _____ Supervisor _____ May we contact? Yes ___ No ___ Telephone _____ _____
2. Name and address of Employer _____ _____ From _____ To _____ Name (if different) _____ Final Pay Rate _____ Position(s) Held _____ Reason for Leaving _____ Describe Work Performed _____ _____ Supervisor _____ May we contact? Yes ___ No ___ Telephone _____ _____
3. Name and address of Employer _____ _____ From: _____ To: _____ Name (if different) _____ Final Pay Rate: _____ Position(s) Held _____ Reason for Leaving _____ Describe Work Performed: _____ _____ Supervisor _____ May we contact? Yes ___ No ___ Telephone _____

4. Name and address of Employer \_\_\_\_\_

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Name (if different) \_\_\_\_\_

Final Pay Rate \_\_\_\_\_ Position(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Describe Work Performed \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? Yes \_\_\_ No \_\_\_ Telephone \_\_\_\_\_

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5. Name and address of Employer \_\_\_\_\_

\_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Name (if different) \_\_\_\_\_

Final Pay Rate \_\_\_\_\_ Position(s) Held \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Describe Work Performed \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? Yes \_\_\_ No \_\_\_ Telephone \_\_\_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_

Identify any additional knowledge, skills, training, qualifications, awards, or scholarships, relevant to the position for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

(Please provide professional references other than those included in Previous Employment section above, whom we may contact.)

Name:	Name:
Phone #:	Phone #:
Business or Position:	Business or Position:
Years Known:	Years Known:

Have you ever been discharged or asked to resign from a position? Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain \_\_\_\_\_

Please indicate languages you speak fluently, other than English \_\_\_\_\_

Are you available to work full-time? \_\_\_\_ Part-time? \_\_\_\_ Please indicate hours of availability:  
\_\_\_\_\_

**Please read carefully and sign below:**

I hereby certify that the information provided in this Application for Employment is true, and complete to the best of my knowledge. I understand that, if employed, any false statements or omission of facts may result in my dismissal.

I understand that an offer of employment does not create a contractual obligation and that either I or the employer may terminate my employment at any time. If an employment offer is extended to me and accepted, I will fully adhere to the policies, rules and regulations of employment of the Talbot County Free Library.

Should I be employed, I authorize the Talbot County Free Library to deduct any money that may be owed by me from my last paycheck.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

