



APPLICATION FOR EMPLOYMENT

Eastern Shore Regional Library, Inc
 122-126 S. Division St.
 Salisbury, MD 21801

PERSONAL DATA

Date: _____ Position Applying For: _____ Wage Desired: _____

How did you hear about this position? _____ When would you be available for Work? _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

Home Phone _____ Cell or Msg Phone _____

E-mail address _____

Are you a United States Citizen: _____ If not, what type of Visa do you have? _____ Expiration Date: _____

DO YOU HAVE A DRIVER'S LICENSE? Yes No

Driver's License Number _____ State of issue _____ Expiration date _____

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED AND DATES ATTENDED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain conviction(s), nature of offense(s), State(s) where offenses occurred, and Sentence(s) imposed by the Court.

** You will not be denied employment solely because of a convictions record, unless the offense is related to the job for which you have applied.

Tell Us About Yourself and Your Qualifications

Use the space below to summarize additional information describing your experience and full qualifications for the position for which you are applying. You may also include any explanations you feel would be helpful in understanding other issues in your application.

Please List Three Personal/Professional References

Name _____ Telephone _____

Address _____

Name _____ Telephone _____

Address _____

Name _____ Telephone _____

Address _____

Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name.

Employer/Company _____ **Supervisor:** _____

Address: _____ **Position:** _____

Phone: _____ **Employment Dates: From:** _____ **To:** _____ **Salary:** _____

Reason for leaving: _____ **May we contact:** _____

List the duties you performed, skills you used or learned, positions held and promotions.

Employer/Company _____ **Supervisor:** _____

Address: _____ **Position:** _____

Phone: _____ **Employment Dates: From:** _____ **To:** _____ **Salary:** _____

Reason for leaving: _____ **May we contact:** _____

List the duties you performed, skills you used or learned, positions held and promotions.

Employer/Company _____	Supervisor: _____
Address: _____	Position: _____
Phone: _____	Employment Dates: From: _____ To: _____ Salary: _____
Reason for leaving: _____ May we contact: _____	
List the duties you performed, skills you used or learned, positions held and promotions.	

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal at any time without any previous notice. I hereby give ESRL permission to contact schools, previous employers (unless otherwise indicated), references, and others. I further authorize the company to obtain a copy of my driving record. I hereby release ESRL from any liability as a result of such contacts, inquiries, or records in order to ascertain my qualifications and fitness for employment.

I further understand that my employment with ESRL shall be probationary for a period six months, and further that at any time during the probationary period or thereafter, my employment relationship with ESRL is terminable "at will" for any reason by either party.

ESRL is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, age or disability. We assure you that your opportunity for employment with ESRL depends solely on your qualifications.

Appropriate accommodations for individuals with disabilities will be provided upon request. We require eight business days notice prior to the event.

Thank you for completing this application form and for your interest in our organization.

Signature of applicant _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ **Date:** _____

Comments:

Hire: YES NO **Position:** _____ **Salary:** _____

Start Date: _____

Approved by : _____ **Approved by :** _____

