APPLICATION FOR EMPLOYMENT

Eastern Shore Regional Library

31901 Tri-County Way
Suite 116-B
Salisbury, MD 21804

APPLICANT INFORMATION

Date: _____ Position Applying For: _____

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *Zip Code*

Phone: _____ Email: _____

Date Available: _____ Desired Salary: _____

Are you a citizen of the United States? ☐ Yes ☐ No If no, are you authorized to work in the U.S.? ☐ Yes ☐ No

DO YOU HAVE A DRIVER'S LICENSE? ☐ Yes ☐ No

Driver's License Number: _____ State of Issue: _____ Expiration Date: _____

EDUCATION

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ Yes ☐ No Diploma: _____

Have you ever been convicted of a crime? ☐ Yes ☐ No

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.

QUALIFICATIONS

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

_____

_____

_____

_____

_____

_____

_____

REFERENCES

Please list three personal/professional references

Full Name: _____ Phone: _____

Address: _____

Full Name: _____ Phone: _____

Address: _____

Full Name: _____ Phone: _____

Address: _____

WORK EXPERIENCE

*Please list your work experience for the **past five years**, beginning with your most recent job held.*

Employer/Company: _____ Supervisor: _____

Address: _____ Position: _____

Phone: _____ Employed 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: _____ Employed 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: _____ Employed From: _____ To: _____ Salary: _____

Reason for leaving: _____ May we contact? _____

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

_____

_____

_____

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 of 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.

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Comments:

_____

_____

_____

_____

Hire: YES NO Position: _____ Salary: _____ _____

Start Date: _____

Approved by: _____ Approved by: _____