



APPLICATION FOR EMPLOYMENT

CalvertLibrary.info

Name: _____

Street: _____

City, State, Zip: _____

Telephone No.: _____

Graduated from High School or High School Equivalency? Yes No

Table with 3 columns: Name of School, Address, Degree Granted. Rows include BA/BS, MLS/MLIS, and Other.

Employment Record (Begin with present or most recent)

Table with 5 columns: Name of Firm, Address, Position, Dates, Supervisor. Multiple empty rows for data entry.

May we contact your present employer? _____

Professional References

Table with 4 columns: Name, Address, Occupation, Telephone No. Multiple empty rows for data entry.

Date: _____ Signature: _____

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 PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00

Signature: _____

Any misinformation or misrepresentation on this application is grounds for dismissal. Applications will be retained for 1 year from date of receipt.

FOR OFFICE USE ONLY

Interview Scheduled: _____ Time: _____ Library: _____ Position: _____

Notification of Hire: _____ Start Date: _____ Grade & Step: _____ Salary: _____

Comments: _____