



5 Harry S. Truman Parkway • Annapolis, MD • 21401-7042
410-222-7107 • Fax: 410-222-7188 • www.aacpl.net

APPLICATION FOR EMPLOYMENT

Complete the application and return it to the Human Resources Office by the closing date. All answers will be treated as confidential. Please read and answer carefully; this application is part of the selection process. Incomplete applications will not be considered. This application must be typed or printed in ink.

Name: _____ Date of application: _____

Address: _____

Number

Street

City

State

ZIP Code

Home telephone number: _____

Work telephone number: _____

May we contact you at work? Yes No

Mobile telephone number: _____

Email address: _____

Title of position for which you are applying:

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

Are you related to an Anne Arundel County Public Library staff member? Yes No

If yes, please provide name of employee:

Relationship:

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No

If yes, please explain:

What is the lowest salary you are willing to accept? _____

Available Start Date: _____

EDUCATION and TRAINING

Select the highest grade completed:

1 2 3 4 5 6

Last High School attended: _____

Did you graduate? Yes No

7 8 9 10 11 12

If not, do you have a High School Equivalency (GED)? Yes No

State GED Awarded: _____

Table with 6 columns: Type of School, School Name, City and State, Dates Attended From To, Major Field, Minor Field, Degree and Date Awarded. Rows include College, Graduate School, and Other Education.

SPECIALIZED SKILLS: (Include business equipment, computer hardware and software, mechanical/technical, foreign language, sign language or public service training and skills. Also include any professional certifications or licenses held.)

WORK EXPERIENCE

Provide a complete record of your work history over **the past 10 years** (longer if you desire) including part-time work, temporary or seasonal, military service, volunteer work and internships. List all experience in order, beginning with your present or most recent position. Use a supplemental sheet if additional space is needed. A resume and cover letter must be submitted with this completed application for all positions. False statements, omission or misrepresentation may result in the rejection of this application and candidacy for this position and other positions with Anne Arundel County Public Library.

Employment Dates: From _____ To _____
(Month/Year) (Month/Year)

Type of Employment: Full-time Part-time
Temporary/Seasonal Other

Employer: _____

Employer Address: _____
Number Street City/State ZIP Code

Employer telephone number: _____ Nature of Business: _____

Position held: _____ Name of Supervisor: _____

Rate of Pay: _____ Reason for leaving: _____

Employment Dates: From _____ To _____
(Month/Year) (Month/Year)

Type of Employment: Full-time Part-time
Temporary/Seasonal Other

Employer: _____

Employer Address: _____
Number Street City/State ZIP Code

Employer telephone number: _____ Nature of Business: _____

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Type of Employment: Full-time Part-time
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Employer: _____

Employer Address: _____
Number Street City/State ZIP Code

Employer telephone number: _____ Nature of Business: _____

Position held: _____ Name of Supervisor: _____

Rate of Pay: _____ Reason for leaving: _____

REFERENCES

Must list three business or professional references. Please do not list relatives.

Name	Address	Telephone	Occupation

May we contact your current employer? Yes No

THIS SECTION IS FOR BRANCH CIRCULATION OR INFORMATION PART-TIME HOURLY JOB APPLICANTS ONLY

HOURS AVAILABLE

Please check all times of day you are available to work: (PTH staff are expected to have some weekday daytime and evening, and Saturday availability).

Example of shift times are provided below.

PREFERRED LOCATIONS

Please select branches where you would want to work:

	Morning 9a -1p	Afternoon 1p -5p	Evening 5p – 9p
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Southern

- Busch Annapolis
- Broadneck
- Deale
- Eastport
- Edgewater

Northern

- Glen Burnie
- Brooklyn Park
- Mountain Road
- Riviera Beach
- Severna Park

Western

- Odenton
- Crofton
- Discoveries
- Linthicum
- Maryland City
- Severn

***UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.**

I hereby acknowledge that I have read and understand the polygraph notice written above: (Separate signature required by Maryland law)

Signature

Date

Electronic Signature Accepted

Please See Next Page.

I understand submission of this application does not guarantee employment at the Anne Arundel County Public Library. I further understand that any employment with the Anne Arundel County Public Library is for no definite period of time. If employed, I may resign at any time for any reason or Anne Arundel County Public Library may terminate my employment at any time for any reason in absence of any specific written agreement to the Library, or as prohibited by statute.

I hereby certify that any and all statements made on this application and on the resume submitted with it are true, complete and correct to the best of my knowledge and are made in good faith and I authorize the Anne Arundel County Public Library to investigate the statements made on this application and on the resume submitted with it. I understand that any misrepresentations or false statements made on this application or resume could render it void and, if employed, could be cause for my termination. I authorize Anne Arundel County Public Library to contact my former employer(s) and listed references or other persons who can verify information, and I give consent for former employer(s) and other contacted persons to respond to questions pertaining to information contained in this application or on the resume submitted with it. Further, I release from liability such former employer(s) or other persons contacted by and providing information to Anne Arundel County Public Library. I understand that as a condition of employment I must be able to provide proof of my right to work in the United States.

I understand that applicants who do not meet the minimum qualification requirements for the position will not be considered. If the position requires a degree or certification I must provide, upon request, a copy of transcripts for all coursework completed or a copy of the awarded certification. If certificate or degree was awarded outside the United States, I must prove equivalency.

Signature

Date

Electronic Signature Accepted

Anne Arundel County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to their race, color, religion, sex, national origin, sexual orientation, disability status as a disabled veteran or veteran of the Vietnam Era. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.

Applicants with disabilities who require special accommodations in order to apply for a position should contact the Human Resources Office PRIOR to submitting the application. Phone: 410-222-7107; (TTY: 1-800-735-2258; www.mdrelay.org)

**MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON THIS FORM.
IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT MAY RESULT IN REJECTION OF THE APPLICATION.**

Please See Next Page.

**ANNE ARUNDEL COUNTY PUBLIC LIBRARY
EQUAL EMPLOYMENT OPPORTUNITY APPLICANT VOLUNTARY SELF-IDENTIFICATION**

We ask that you voluntarily complete the information below as part of the Library's ongoing equal employment opportunity efforts. This information is confidential and will not be used in any employment decisions **nor will it be kept with your application.** Completion is not required for consideration of employment. Please type or print.

DO NOT WRITE YOUR NAME ON THIS FORM.

Today's Date:	
Position Title	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate:
Referral Source:	
<input type="checkbox"/> AACPL Branch Posting AACPL Employee AACPL Website Other Website:	<input type="checkbox"/> Newspaper: <input type="checkbox"/> Professional Journal: <input type="checkbox"/> Electronic List (listserv):
<input type="checkbox"/> I prefer not to provide information requested below.	
Race/Ethnic Group: (Check only one):	
<input type="checkbox"/> Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.	
<input type="checkbox"/> White (not Hispanic or Latino) – A person having origins in any of the original peoples of Europe	
<input type="checkbox"/> Black (not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa	
<input type="checkbox"/> Native Hawaiian or other Pacific Islander (not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands	
<input type="checkbox"/> Asian (not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam	
<input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central Americas), and who maintain tribal affiliation or community attachment	
<input type="checkbox"/> Two or More Races (not Hispanic or Latino) – All persons who identify with more than one of the above five races	

We at Anne Arundel County Public Library wish to express our appreciation for the time and effort you have spent completing this application.