



Human Resources Office
 Harford County Public Library
 1221-A Brass Mill Road
 Belcamp, Maryland 21017
 Phone: 410-273-5600
 (Baltimore) 410-575-6761
 Fax: 410-273-5629
 www.HCPLonline.info

EMPLOYMENT APPLICATION

Applicants with disabilities who require special accommodations in order to apply for a position should contact the Human Resources Office at 410-273-5600 PRIOR to submitting the application.

A separate application is required for each position. Applications must be received in the Human Resources Office by the closing date. This application and any supporting documents given for consideration become the sole property of the library upon submission. ***This application must be typed or printed in ink.***

Harford County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all applicants equally and without regard to race, color, religion, age, sex, national or ancestral origin, veteran's status, sexual orientation or disability in accordance with applicable laws. Harford County Public Library is a drug free/smoke free workplace.

Vacancy Number*:	Closing Date:
Position Title:	

*Vacancy numbers are not required if you are applying for Page or Page Substitute positions.

Last Name:	First Name:	Middle Name:
Other name work records might be under:		
Address:		
City:	State:	Zip Code:
Social Security Number:	Home phone number: _____	
Cell phone number:	Work phone number: _____	
E-mail address:	May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you under age 18? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, can you provide a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you worked for Harford County Public Library before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, in what position, department, and during what time period? _____		
Do you have any relatives who work for Harford County Public Library or serve on its Board of Trustees or on the Harford County Public Library Foundation Board? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list their names(s), department(s), and relationship(s) to you: _____		

Date available to start work: _____		Salary expectations: \$ _____ per _____	
Work hours will vary according to the needs of the library with a combination of day, evening, and weekend hours including some Saturdays and Sundays. Are there times you cannot work? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please specify: _____			
Preferred Work Location: <input type="checkbox"/> Aberdeen <input type="checkbox"/> Abingdon <input type="checkbox"/> Bel Air <input type="checkbox"/> Darlington <input type="checkbox"/> Edgewood			
<input type="checkbox"/> Fallston <input type="checkbox"/> Havre de Grace <input type="checkbox"/> Jarrettsville <input type="checkbox"/> Joppa <input type="checkbox"/> Norrisville <input type="checkbox"/> Whiteford			
<input type="checkbox"/> Administration (Belcamp) <input type="checkbox"/> Rolling Reader <input type="checkbox"/> Silver Reader			

POLYGRAPH DISCLAIMER

As defined by Article 27, Section 727, of the Annotated Code of Maryland:

"An employer may not require or demand an 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 \$100.00"

My signature indicates I have read and understand the above statement:

Signature of Applicant

Date

DISCLOSURES

Have you ever been convicted of a felony or misdemeanor, including traffic and/or parking violations?

Yes No If yes, state the offense, location, date, and disposition: _____

APPLICANT'S CERTIFICATION

I certify that all information given herein is true and complete to the best of my knowledge. I understand that any misleading or incorrect statements on this application or supporting documentation may render the application void and, if I am employed, could be cause for my termination. I further agree that Harford County Public Library shall not be liable in any respect if my employment is terminated because of false statements, answers, or omissions made by me on this application.

In consideration of my employment, I agree to conform to the rules, regulations, and policies of Harford County Public Library. I understand that any employment with Harford County Public Library is for no definite period of time. If employed, I may resign at any time for any reason or Harford County Public Library may terminate my employment at any time for any reason in the absence of any specific written agreement to the Library, or as prohibited by statute. I understand that as a condition of employment, I must be able to provide proof of right to work in the United States.

I authorize:

- Harford County Public Library to investigate any and all statements made on this application, including but not limited to driving records, records from all employers, educational transcripts, law enforcement agencies and/or credit reporting services.
- Harford County Public Library to perform a criminal background check including, but not limited to, fingerprinting and criminal record review as required for the position.
- The companies, schools, or persons named on this application to give any information regarding my employment, character, and qualifications and hereby release said companies, schools, or persons who provide such information from all liability or damage.

Please check your application to ensure you have completely and accurately answered every section and sign it below. This application will not be considered if you have not filled it out completely or have not signed it.

Signature of Applicant

Date

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

EMPLOYMENT RECORD

Give a complete statement of your work history, beginning with your most recent employer. **Include all employment, volunteer experience, military service, and periods of unemployment.** All employers may be contacted as references if you are among the finalists for the position. ***A resume may be attached, but cannot be substituted for completion of the application. Do not state "refer to resume".*** (If you need additional space to list previous employment, volunteer experience, military service, and periods of employment, please continue on a separate sheet of paper.)

1	Name and address of present or most recent employer	Name and title of immediate supervisor	
		Phone number	Dates of employment (mo. and yr.) From: To:
	Position title	Annual salary or hourly rate	Number of hours worked per week
	Duties and responsibilities	Supervisory responsibilities: Number of people supervised ___Part-time ___Full-time	Reason for leaving
2	Name and address of employer	Name and title of immediate supervisor	
		Phone number	Dates of employment (mo. and yr.) From: To:
	Position title	Annual salary or hourly rate	Number of hours worked per week
	Duties and responsibilities	Supervisory responsibilities: Number of people supervised ___Part-time ___Full-time	Reason for leaving
3	Name and address of employer	Name and title of immediate supervisor	
		Phone number	Dates of employment (mo. and yr.) From: To:
	Position title	Annual salary or hourly rate	Number of hours worked per week
	Duties and responsibilities	Supervisory responsibilities: Number of people supervised ___Part-time ___Full-time	Reason for leaving

EDUCATION

If the position requires a degree or certification, a copy of your transcript(s) must be provided for all course-work completed or of your awarded certification. If you are currently enrolled in high school or graduated in the year 2000 or after, please note the library participates in the **"Achievement Counts"** program; therefore, you are required to provide a copy of your high school transcript. All offers of employment are contingent on receiving appropriate documentation. Applicants who received their diplomas and/or degrees from outside the United States must submit a certified Education Credential Evaluation along with a completed application that verify the diploma/degree equates to the position education requirements.

Type of school	Name and Address of School	Diploma, Degree, or Certificate OR Total No. of Credits Earned	Major/Minor	Date Awarded
High School/GED				
Undergraduate				
Graduate				
Other				

SKILLS Please check and/or specify programs/skills which you are proficient:

<input type="checkbox"/> Cash Register	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Filing
<input type="checkbox"/> Computer software/database/spreadsheet programs (please specify): <input type="checkbox"/> MS Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Access <input type="checkbox"/> Publisher <input type="checkbox"/> Internet <input type="checkbox"/> Other (please specify)		
<input type="checkbox"/> Office equipment (fax, adding machine, calculator, photocopier) (please list):	<input type="checkbox"/> Other skills (please specify):	

PERSONAL REFERENCES (Not a Relative or Employer)

	Name	Address	Years Known	Telephone
1				
2				

DRIVER'S LICENSE

IF YOU ARE APPLYING FOR A POSITION WHICH REQUIRES DRIVING, PLEASE COMPLETE THE FOLLOWING: You will be required to provide a copy of your driving record.			
License #	State Issued:	Classification:	Expiration Date:

PLEASE COMPLETE ALL SECTIONS ON THE BACK PAGE

Harford County Public Library Equal Employment Opportunity Applicant Information

We ask that you voluntarily complete the information below as part of the Library's on-going equal employment opportunity efforts and to meet the requirements of certain federal regulatory agencies. This information is confidential and will not be used in any employment decisions **nor will it be kept with your application.** Please type or print.

DO NOT WRITE YOUR NAME ON THIS FORM

Today's Date:	
Vacancy No.:	Closing Date:
Position Title:	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date:
Referral Source:	
<input type="checkbox"/> HCPL Vacancy Board/Walk-in	<input type="checkbox"/> Newspaper: _____
<input type="checkbox"/> HCPL Employee	<input type="checkbox"/> Professional Journal: _____
<input type="checkbox"/> HCPL Web Site	<input type="checkbox"/> Electronic List (listserve): _____
<input type="checkbox"/> Other Web Site: _____	_____
<input type="checkbox"/> I prefer not to provide information requested below.	
Race/Ethnic Group: (Only Check One)	
<input type="checkbox"/> White - not of Hispanic origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.	
<input type="checkbox"/> Black - not of Hispanic origin - A person having origins in any of the Black racial groups of Africa.	
<input type="checkbox"/> Hispanic - A person of Puerto Rican, Mexican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.	
<input type="checkbox"/> Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. Examples: China, Japan, Korea, the Philippines, Samoa.	
<input type="checkbox"/> American Indian or Alaskan Native - A person having origins in any of the original peoples of North America and who maintains tribal affiliation or community recognition.	
Veteran's Status:	
<input type="checkbox"/> Not a Veteran	
<input type="checkbox"/> Vietnam Era Veteran (Served more than 180 days between August 5, 1964 and May 7, 1975)	
<input type="checkbox"/> Disabled Veteran	
<input type="checkbox"/> Other Eligible Veteran	

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