



# Employment Application

It's really quite simple. Howard County Library System (HCLS) is a world-class organization because we hire world-class people. Whether working directly with our customers or behind the scenes, our remarkable team is committed to delivering the curriculum contained in the Three Pillars of our educational mission and *extraordinary* customer service. We offer a friendly, collaborative work environment and a generous benefits package. Interested in joining us? If so, please tell us:

## I. FOR WHICH POSITION ARE YOU APPLYING

Position: \_\_\_\_\_ Full-time \_\_\_ Part-time \_\_\_ On-call \_\_\_

## II. ABOUT YOURSELF

Name \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street City State Zip

Tel: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

## III. YOUR EDUCATION & TRAINING

Name of High School/College/University/Military	City & State	# of Years	Degree/ Certificate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### IV. YOUR SKILLS & QUALIFICATIONS

Please list relevant knowledge, skills, qualifications, awards, scholarships, and extracurricular activities:

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Please list languages, other than English, in which you are fluent, indicating level of fluency on a scale from 1 (minimal) to 5 (fluent).

Language: _____	Fluency: _____	Speaking	Reading	Writing
Language: _____	Fluency: _____	Speaking	Reading	Writing
Language: _____	Fluency: _____	Speaking	Reading	Writing

Please rate your level of proficiency with the following on a scale from 0 (no experience) to 5 (expert)

\_\_\_\_ Customer Service  
\_\_\_\_ Instruction or Training Experience  
\_\_\_\_ Public Speaking  
\_\_\_\_ Facilitation Skills  
\_\_\_\_ Writing (e.g., reports, correspondence, PR, blog posts)  
\_\_\_\_ Social Media  
\_\_\_\_ Microsoft Office Suite: \_\_\_\_ Word \_\_\_\_ Excel \_\_\_\_ PowerPoint  
\_\_\_\_ Open Office: \_\_\_\_ Writer \_\_\_\_ Calc \_\_\_\_ Impress  
\_\_\_\_ Integrated Library System Software (Please specify: \_\_\_\_\_)  
\_\_\_\_ Cash Register  
\_\_\_\_ Office Equipment (e.g., fax, copier, scanner)  
\_\_\_\_ Accounting Software (Please specify: \_\_\_\_\_)  
\_\_\_\_ Specialized Online Research Tools  
\_\_\_\_ Windows Platform  
\_\_\_\_ Mac Platform  
\_\_\_\_ Linux Platform  
\_\_\_\_ Web Design  
\_\_\_\_ Networking Equipment (e.g., routers, switches, hubs)  
\_\_\_\_ Programming (e.g., VBS, PHP) (Please specify: \_\_\_\_\_)  
\_\_\_\_ Other: \_\_\_\_\_

V. YOUR EMPLOYMENT HISTORY

Please begin with your most recent employment. If more space is needed, please feel free to include attachments. (While resumes are welcome, please also complete this form in full).

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_  
Name Title

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Hours/week: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_  
Name Title

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Hours/week: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

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Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_  
Name Title  
Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Hours/week: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Supervisor: \_\_\_\_\_  
Name Title  
Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Mo./Yr. Mo./Yr.

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_ Hours/week: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_



Many positions require evening and weekend hours. Are there days and times you would be unavailable to work?

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While I understand that employment at HCLS means that I could be assigned to any HCLS location, my first preference would be: \_\_\_\_\_

Have you ever used a different name? If so, please note here:

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*Answering yes to the following three questions will not necessarily disqualify you from employment consideration.*

1. Have you ever been discharged from a position (or released during probation): Yes \_\_\_ No \_\_\_
2. Have you ever been forced to resign? Yes \_\_\_ No \_\_\_
3. Have you ever been convicted of a crime, other than minor traffic violations? Yes \_\_\_ No \_\_\_

If yes to questions 1, 2, or 3 above, please elaborate: \_\_\_\_\_

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Are you 18 years of age or older? Yes \_\_\_ No \_\_\_ If under 18, do you have a work permit? Yes \_\_\_ No \_\_\_

If hired, can you furnish proof you are a U.S. citizen or legally permitted to work in the U.S.? Yes \_\_\_ No \_\_\_

#### CERTIFICATION & AUTHORIZATION

I certify that the statements made in this application are accurate and complete to the best of my knowledge.

I understand that false statements, omissions of material facts or misleading information may result in disqualification for consideration or, if hired, immediate termination of employment.

I authorize Howard County Library System and its agents to conduct reference and background checks, as well as drug screening and fingerprinting, if required. I understand that background checks may include a credit check.

I hereby release Howard County Library System, its agents and those it contacts from any liability whatsoever as a result of such contact and the information provided and received. Pursuant to the Fair Credit and Reporting Act

(FCRA), I understand that I have a right to make a written request within a reasonable time for the disclosure of the nature and scope of any investigation.

I understand that this application is not a contract, and that, if an offer of employment is extended, acceptance of same will create an *at will* employment arrangement.

If I become employed by Howard County Library System, I will adhere to its organizational values and standards of conduct, and I will perform the duties of my position in a strictly ethical and professional manner.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send or deliver your completed application to:

Howard County Library System  
Human Resources  
9411 Frederick Road  
Ellicott City, MD 21042  
T 410.313.7750 F 410.313.7742  
[www.hclibrary.org](http://www.hclibrary.org)

Thank you!

Howard County Library System is an Equal Employment Opportunity Employer. We make all employment decisions without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, citizenship, sexual orientation, or any other protected classification which may be applicable under Maryland and Howard County laws.