

Baltimore County Public Library

Human Resources Department • 320 York Road • Towson, MD 21204-5179 • www.bcpl.jobs

EMPLOYMENT APPLICATION

Baltimore County Public Library's (BCPL) employment application process is in compliance with Federal and State equal opportunity employment laws. The use of this application does not create a contract between you and BCPL. Please read and complete each section carefully. Incomplete Applications will not be considered. Only candidates that will be given further consideration will be contacted.

Indicate the position you are applying for: _____

Identification

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone Number: _____ Evening Phone Number: _____

Email Address: _____

Are you a U.S. citizen or authorized to work in the United States? Yes No

Have you ever been employed by BCPL? Yes No

If yes, please indicate: Job Title: _____

Period of Employment: _____

Are you related to a BCPL staff member: Yes No

If yes, please indicate: 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: _____

Check any if any of the following are applicable (optional): Veteran Vietnam Era Veteran Disabled Veteran

Employment Information

If seeking part-time employment please check which hours you are available to work.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Education

School Attended	Select Highest Year Completed	School Name and City	Did you Graduate?	Major Subject or Degree Received
High School or GED	9 10		Yes	
	11 12		No	
Vocational or Business School	Indicate Number of months:		Yes No	
College or University	1 2		Yes	
	3 4		No	
Graduate School	1 2		Yes	
	3 4		No	

Please indicate any special skills or certifications which you feel are relevant to the type of employment you are seeking: (Examples: software applications, office equipment, and/or professional licenses)

Work Experience

Please start with your current or most recent paid position first.
A resume may be attached but is not a substitute for a completed application.

Place of Employment and Address:	Position Title:
Phone Number:	Reason for Leaving:
Supervisor's Name and Title:	Dates Of Employment: From: To:
Rate of Pay:	Type of Employment: Full Time Part Time
Key Job Duties:	

Place of Employment and Address:	Position Title:
Phone Number:	Reason for Leaving:
Supervisor's Name and Title:	Dates Of Employment: From: To:
Rate of Pay:	Type of Employment: Full Time Part Time
Key Job Duties:	

Place of Employment and Address:	Position Title:
Phone Number:	Reason for Leaving:
Supervisor's Name and Title:	Dates Of Employment: From: To:
Rate of Pay:	Type of Employment: Full Time Part Time
Key Job Duties:	

References

List work or school related references only. Please do not list family members.

Name	Title	Place of Employment	Phone

May we contact your current employer? Yes No

Agreement, Authorization and Release

Please read carefully before signing.

I certify that the information given to me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by BCPL.

I understand and acknowledge that this is an application for employment and that nothing contained in this application or in the granting of an interview is intended to create a contract of employment. I understand that if an employment relationship is established, I will have the right to terminate my employment, with or without cause, for any reason at any time, and BCPL retains a similar right. I agree that if I am employed by BCPL, my employment may be terminated at any time without liability except such wages that may have been earned at the date of such termination.

I understand and agree that all information furnished in this application may be verified by BCPL. I also understand that any employment is subject to a satisfactory check of references, a physical examination, a drug screening and other background checks as required for the position that I am applying for. I hereby authorize all individuals and organizations named in this application and any law enforcement organizations to give BCPL all information related to my employment, work habits, and character and hereby release such individuals, organizations and BCPL from any liability for any claim or damage which may result.

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

Signature

Date

Polygraph Notice

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT 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

This application is only active for the position and location you are applying for. You must complete another BCPL employment application if you are interested in other positions or locations. If you do not complete all sections, it will result in the rejection of this application.