

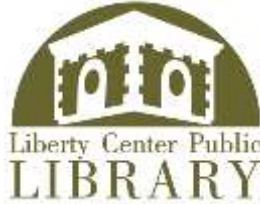
Position Desired _____

Schedule Desired:

Full time or Part time Temporary or Regular

Salary Expected: \$ _____ per _____

Date Available: _____



Application for Employment

Please fill in the application yourself, in ink, giving complete answers to questions which apply to you. PLEASE PRINT.

Name _____

Last

First

Middle

Address _____

Street

City

State Zip Code

Telephone _____ Social Security Number _____ - _____ - _____

If you are under 18, can you furnish a work permit? _____

Have you ever been employed here before? _____

Are you legally eligible for employment in this country? _____

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Are you able to meet the attendance requirements of the position? _____

Have you ever been convicted of a felony? _____

If yes, please explain: _____

Driver's license number _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From		To		Employer		Telephone	
Job Title		Address					
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities					
Reason for leaving		Hourly Rate/Salary		Start \$		Final \$	
From		To		Employer		Telephone	
Job Title		Address					
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities					
Reason for leaving		Hourly Rate/Salary		Start \$		Final \$	
From		To		Employer		Telephone	
Job Title		Address					
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities					
Reason for leaving		Hourly Rate/Salary		Start \$		Final \$	
From		To		Employer		Telephone	
Job Title		Address					
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities					
Reason for leaving		Hourly Rate/Salary		Start \$		Final \$	
From		To		Employer		Telephone	
Job Title		Address					
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities					
Reason for leaving		Hourly Rate/Salary		Start \$		Final \$	

Skill and Qualifications

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work at the library.

Educational Background

Name and Location	Years Completed	Did You Graduate?		Courses of Study
High School				
College		Major	Degree	
Other				

References

Name	Telephone	Years Known

This employment application does not seek information regarding the applicant's criminal record. However, the Library reserves the right to make inquiry into the applicant's criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant's criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, including background check, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

INTERVIEW COMMENTS:

Interviewer				
Date				
Interviewer				
Date				
Hired By				
Date Hired	Rate	Hours	Position	Day(s) Off
EMPLOYMENT STATUS: Regular Part Time Occasional Part Time				