

Application for Employment

Date _____

Personal Information

Last Name _____ First _____ Middle _____

Street Address _____ Phone _____

City/State/Zip _____ Email _____

 Are you legally eligible to work in the United States? Yes No

 Are you 18 years of age or older? Yes No

Proof of age will be required if under 18.

 Have you ever been convicted of a felony? Yes No

If yes, provide the date and explain the nature of each offense.

Please list any relatives currently employed at the library. _____

Position Information

 Position Desired _____ Full Time Part Time

Salary or Wage Required/Requested _____ Date Available to Begin Work _____

| Hours Available | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------------|--------|---------|-----------|----------|--------|----------|--------|
| From | | | | | | | |
| To | | | | | | | |

Education

| | Name and Location of Institution | Graduated | Degree/Diploma |
|------------------------------|----------------------------------|-----------|----------------|
| High School/GED | | Yes No | |
| Business, Trade or Technical | | Yes No | |
| College or University | | Yes No | |
| Graduate School | | Yes No | |
| Other | | Yes No | |

Employment History *(List the last three places of employment, most recent first.)*

| | | | | | |
|---------------------|---------------------|------|-------|----|-------|
| _____ | _____ | From | _____ | To | _____ |
| Company Name | Dates of Employment | | | | |
| _____ | | | | | |
| Address | | | | | |
| _____ | | | | | |
| Supervisor | | | | | |
| _____ | | | | | |
| Position and Duties | | | | | |
| _____ | | | | | |
| _____ | _____ | From | _____ | To | _____ |
| Company Name | Dates of Employment | | | | |
| _____ | | | | | |
| Address | | | | | |
| _____ | | | | | |
| Supervisor | | | | | |
| _____ | | | | | |
| Position and Duties | | | | | |
| _____ | | | | | |
| _____ | _____ | From | _____ | To | _____ |
| Company Name | Dates of Employment | | | | |
| _____ | | | | | |
| Address | | | | | |
| _____ | | | | | |
| Supervisor | | | | | |
| _____ | | | | | |
| Position and Duties | | | | | |
| _____ | | | | | |

The information provided on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. If employed, I understand that any false or misleading information given in my application or interview(s) may result in my dismissal.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization

Signature

Date