

Application for Employment
EQUAL OPPORTUNITY EMPLOYER



Personal Information

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Position(s) applying for:

How did you learn about employment at our Library? Referral: _____

Walk-in Library Website RAILS Website Other:

If employed, can you provide proof of authorization to work in the U.S.? Yes No

Have you been employed here before? Yes No

May we contact your current employer? Yes No

Education Record

High School:

Address:

Did you graduate? Yes No

College/University:

Address:

Degrees or Diplomas:

Trade/Technical/Graduate/Other:

Address:

Degrees or Diplomas:

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Employment History (Begin with your present or most recent employer.)

Employer:

Dates of Employment:

Address:

Phone:

Title/Duties:

Manager's Name:

Reason for Leaving:

Employer:

Dates of Employment:

Address:

Phone:

Title/Duties:

Manager's Name:

Reason for Leaving:

Employer:

Dates of Employment:

Address:

Phone:

Title/Duties:

Manager's Name:

Reason for Leaving:

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date

Professional References

Please include the name and current contact information of references who can speak to your work experience and/or ability. They will only be contacted if you are selected for an interview.

Reference 1

Name:

Phone:

Email:

Company:

Title:

Supervisor Coworker Other:

Reference 2

Name:

Phone:

Email:

Company:

Title:

Supervisor Coworker Other:

Reference 3

Name:

Phone:

Email:

Company:

Title:

Supervisor Coworker Other:
