



Date: \_\_\_\_\_

# Employment Application

PLEASE PRINT

## ***Personal Information:***

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

Street Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Type of position desired \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Are you at least 18 years of age? Yes No

Are you a U.S. citizen? Yes No

If under 18 years of age, give birth date \_\_\_\_\_

Are you authorized to work in the U.S.?  
Yes No

## ***Education and Training Record:***

Are you a high school graduate? Yes No

Name of high school \_\_\_\_\_

Are you attending school now? Yes No If yes, where \_\_\_\_\_

If attending school now, what is your expected date of graduation? \_\_\_\_\_

Name of Technical School, College or University	Location of School	Major, Minor, or Concentration	Degree or Certificate Earned

## ***Availability:***

Number of hours per week you can work \_\_\_\_\_

Please indicate below when you are available:

Monday                  Tuesday                  Wednesday                  Thursday                  Friday                  Saturday

Do you work now? Yes No                  Will you continue if employed at the library? Yes No

**Other Skills / Assets:**

Computer Experience? Yes No

Customer Service Experience? Yes No

Other \_\_\_\_\_

**Required hours**

All employees are required to work some evenings and weekends. Are you able to meet this attendance requirement? Yes No

Why do you want to work at the library?

\_\_\_\_\_  
\_\_\_\_\_

**References (Not Relatives):**

Name	Address	Telephone	Relationship

**Employment History:**

Start with your current or most recent job, including military duty. Include full-time, part-time, summer and temporary employment. Additional employment history may be attached.

Employer Name \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position Title \_\_\_\_\_

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

Description of duties, responsibilities, and equipment operated \_\_\_\_\_

\_\_\_\_\_

May we contact this employer? Yes No

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Employer Name \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position Title \_\_\_\_\_

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

Description of duties, responsibilities, and equipment operated \_\_\_\_\_

May we contact this employer? Yes No

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Employer Name \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Position Title \_\_\_\_\_

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

Description of duties, responsibilities, and equipment operated \_\_\_\_\_

May we contact this employer? Yes No

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

**For Library Use Only:**

Date appointed \_\_\_\_\_

Position Classification \_\_\_\_\_

Part Time Full Time

Pay Rate \$ \_\_\_\_\_

Comments: \_\_\_\_\_

***Affidavit and signature***

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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