Employment Application

100 N. 19th Street, Camp Hill, PA 17011
98 South Enola Drive, Enola, PA 17025

Personal Information

Name _____ Date_____
Last First Middle Initial

Email Address _____ Phone Number_____

Present Address_____
Street City State Zip

If you are under age 18, Please state your birth date _____
If under 18 years of age, can you supply working papers? ☐YES ☐NO

Are you a citizen of the United States? ☐YES ☐NO
If not, are you authorized to work in the United States? ☐YES ☐NO

Employment Information

Position desired_____ Date you can start _____ Desired Salary _____

May we inquire with your present employer? ☐YES ☐NO

Have you ever applied for employment at this library before? ☐YES ☐NO If yes when?_____

Do any of your family members or relatives work or volunteer at this library? ☐YES ☐NO

Have you ever volunteered at the library before? ☐YES ☐NO

Education Information

Education	Name & City of School	Years Attended	Did you graduate?	Subjects or Degree
High School				
College				
Graduate School				
Other				

Summarize Skills and Qualifications: _____

_____

_____

Employment History

Date To & From	Name & Address of Employer	Salary/ Wage	Position/Title	Reason for leaving
To				
From				
To				
From				
To				
From				

References

Please give the names of three persons not related to you whom you have been employed by or known at least one year.

Name	Address	How do you know them?	Phone Number
1.			
2.			
3.			

Availability

Please list the hours you are currently available to work.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings (8am-1pm)							
Afternoons (1pm-5pm)							
Evenings (5pm-9pm)							

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired my employment is for no definite period and may (regardless of the date of payment of my wages and salary) be terminated at anytime without any prior notice.
By typing your name below, you agree that this is valid as your signature.

Signature_____ Date_____

Equal Opportunity Employment