

# APPLICATION FOR EMPLOYMENT

## JOHN GRAHAM PUBLIC LIBRARY

9 PARSONAGE ST., NEWVILLE, PA 17241

717-776-5900 [www.johngrahamlibrary.org](http://www.johngrahamlibrary.org)

DATE
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### PERSONAL INFORMATION

NAME (LAST, FIRST)	
PRESENT ADDRESS	
PERMANENT ADDRESS	
PHONE NUMBER	HOW DID YOU LEARN OF THIS POSITION?

### EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER EMPLOYED BY THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?

### EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMER SCHOOL			
HIGH SCHOOL			
COLLEGE			
GRADUATE, TRADE, OR BUSINESS SCHOOL			

### GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

**FORMER EMPLOYERS** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH THE MOST RECENT POSITION)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION/DUTIES	REASON FOR LEAVING
FROM	SUPERVISOR:			
TO				
FROM	SUPERVISOR:			
TO				
FROM	SUPERVISOR:			
TO				
FROM	SUPERVISOR:			
TO				

**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS & TELEPHONE NUMBER	BUSINESS	YEARS KNOWN

**OTHER**

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by the court? (A "yes" response does not automatically disqualify your application.)

Yes  No

**AUTHORIZATION**

I certify the answers given herein are true and complete. I also hereby give the John Graham Public Library the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for employment. I release from all liability or claims any and all persons, companies and corporations supplying any information whatsoever to representatives of the John Graham Public Library. I release, indemnify, and hold harmless the John Graham Public Library, its officials, officers, and employees from and against any and all liability that might result from conducting an investigation. I also understand that I am required to abide by the policies, rules and regulations and that anything said during the interview process shall not be construed as an implied employment contract.

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_