

## JOB APPLICATION

### 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 list your date of birth: \_\_\_\_\_

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 \_\_\_\_\_

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				

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 or supervised by or known at least one year who can speak to your skills and qualifications.

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

### Availability

Please list the hours you are currently available to work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings (9am-1pm)						
Afternoons (1pm-5pm)						
Evenings (5pm-8:15pm)						

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 any time without any prior notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_