**Application for Employment**

|  |  |
| --- | --- |
| Date | Today’s Date |
| Full Name | First, MI, Last |
| Address | Mailing Address |
| City, State, Zip | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Social Security Number | Click here to enter text. |
| Date of Birth | Click here to enter text. |
| Have you ever been employed here? | [ ] YES [ ] NO |
| If yes, when? | mm/dd/yyyy |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a citizen of the United States | [ ] YES[ ]  NO | Position Desired: | Click here to enter text. |
| If no, are you authorized to work in the U.S.? | [ ] YES[ ]  NO | Have you been convicted of a felony? | [ ] YES[ ]  NO |
| Are you willing to work overtime? | [ ] YES[ ]  NO | If Yes, explain? | Click here to enter text. |

|  |  |
| --- | --- |
| What training/skills do you have that would benefit the Library? | Click here to enter text. |
| Professional Memberships/Civic Organizations | Click here to enter text. |

Previous Employment

|  |  |
| --- | --- |
| Company | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Supervisor | Click here to enter text. |
| Job Title/Duties | Click here to enter text. |
| Date Employed | Click here to enter a date. |
| Reason for leaving | Click here to enter text. |

|  |  |
| --- | --- |
| Company | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Supervisor | Click here to enter text. |
| Job Title/Duties | Click here to enter text. |
| Date Employed | Click here to enter a date. |
| Reason for leaving | Click here to enter text. |

Previous Employment Continued

|  |  |
| --- | --- |
| Company | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Supervisor | Click here to enter text. |
| Job Title/Duties | Click here to enter text. |
| Date Employed | Click here to enter a date. |
| Reason for leaving | Click here to enter text. |
| May we contact your previous employers: |  [ ]  YES [ ]  NO |

Education

|  |  |
| --- | --- |
| High School | Click here to enter text. |
| Address | Click here to enter text. |
| Dates Attended | From: Click here to enter a date. To: Click here to enter a date. |
|  |  |
| College | Click here to enter text. |
| Address | Click here to enter text. |
| Dates Attended | From: Click here to enter a date. To: Click here to enter a date. |
|  |  |
| College | Click here to enter text. |
| Address | Click here to enter text. |
| Dates Attended | From: Click here to enter a date. To: Click here to enter a date. |

SIGNATURE: The information provided in this Application for Employment is true, correct, and complete. If employed; any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me I the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. IF a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of information contained in the report.

Signature: Click here to enter text.

Date: Click here to enter a date.

 For Office Use Only

Date of Employment:

Appointment by Board:

Personnel Policies Provided: