

# Application for Employment

Date \_\_\_\_\_

## Personal Information

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

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

 Are you legally eligible to work in the United States?  Yes  No

 Are you 18 years of age or older?  Yes  No

*Proof of age will be required if under 18.*

 Have you ever been convicted of a felony?  Yes  No

If yes, provide the date and explain the nature of each offense.

Please list any relatives currently employed at the library. \_\_\_\_\_

## Position Information

 Position Desired \_\_\_\_\_  Full Time  Part Time

Salary or Wage Required/Requested \_\_\_\_\_ Date Available to Begin Work \_\_\_\_\_

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

## Education

	Name and Location of Institution	Graduated	Degree/Diploma
High School/GED		Yes No	
Business, Trade or Technical		Yes No	
College or University		Yes No	
Graduate School		Yes No	
Other		Yes No	

**Employment History** *(List the last three places of employment, most recent first.)*

_____	_____	From	_____	To	_____
Company Name	Dates of Employment				
_____					
Address					
_____					
Supervisor					
_____					
Position and Duties					
_____					
_____	_____	From	_____	To	_____
Company Name	Dates of Employment				
_____					
Address					
_____					
Supervisor					
_____					
Position and Duties					
_____					
_____	_____	From	_____	To	_____
Company Name	Dates of Employment				
_____					
Address					
_____					
Supervisor					
_____					
Position and Duties					
_____					

The information provided on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. If employed, I understand that any false or misleading information given in my application or interview(s) may result in my dismissal.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date