



## Application for Employment

Date: \_\_\_\_\_

We offer equal opportunities to all persons without regard to race, color, religion, age, gender (including pregnancy, childbirth and related medical conditions), disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, gender identity or expression, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law. We will endeavor to make a reasonable accommodation/modification to the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal state and local law. Please advise your interviewer if you require reasonable accommodation during the application process.

### Personal Information

Name::		Telephone	
	<i>First</i> <i>M.I.</i> <i>Last</i>	Email address	
Address			
	<i>Street, City, State and Zip code</i>		

- If under 18 years of age, do you have a work permit?       N/A                       Yes                       No
- Are you legally eligible for employment in the United States?       Yes                       No

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required I-9 employment verification document form upon hire.

### Employment Desired

Position applied for:	Date you can start:
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Have you worked for this organization before?       Yes                       No

When:	Supervisor:
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### Education

Highest Grade Completed:

High School				Undergraduate				Graduate			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	10	11	12	1	2	3	4	1	2	3	4

Name of last school attended: \_\_\_\_\_ Degree Obtained \_\_\_\_\_

License, Vocational or Trade Training: \_\_\_\_\_



### Professional References

Please give the names of three (3) persons not related to you, whom you have known professionally, preferably a supervisor or someone who has overseen your work/duties.

	Name and Title	How do you know this reference?	Telephone	Years Known
1)				
2)				
3)				

### Employment History

List all your work experience (starting with your most recent employer).

<b>Dates Employed:</b>		<b>Employer Information:</b>	
From:	To:	Name of Employer:	
		Address:	
Job Title:			
Name of Supervisor:			
Briefly describe your job duties and work experience:			



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Briefly describe your job duties and work experience:		

May we contact your present and/or last employer at this time?  Yes  No



## Applicant's Statement

I understand and agree that nothing in this application shall constitute an offer, a contract or a guarantee of employment for a specific period of time. If hired, I understand that my employment is on an at-will basis, which means that my employment may be terminated with or without cause and with or without notice at any time, at the will the Library or me. I further understand that no representative or agent of the Library, other than the Library Board, has the authority to enter into any agreement for employment for any specific period of time or to make an agreement contrary to the foregoing. I also understand that any agreement modifying my at-will employment status must be in writing and signed by the Library Director. I give the Library permission to contact all or any of my previous employers and references and authorize them to disclose any information the Library may request in the course of its investigation of this application for employment and I hereby release the Library and such references and prior employers from any and all liability with respect to such disclosures.

I have provided truthful and complete responses to all inquiries in the application and authorize the Library to investigate all statements contained in the application. I understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal or refusal to hire. If employed, I will abide by the Library's rules and regulations, which I understand are subject to change by the Library.

Date

Applicant's Signature:

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