

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion or national origin. Public Law 90-202 prohibits discrimination because of age. The Laws of some states prohibit some or all of the above mentioned types of discrimination.

Date: _____

PERSONAL

Name _____ Social Security No. _____
Last First Middle Initial

Present address _____
Street City State Postal Code

How many years have you lived at this address? _____ Phone Number _____

Previous address _____ How long did you live there? _____
Street City State Postal Code

Job(s) applied for 1. _____ Rate of pay expected \$ _____ per _____
2. _____ Rate of pay expected \$ _____ per _____

How did you learn of this opening? _____

Do you want to work Full-time or Part-time. Specify days and hours if Part-time. _____

Have you worked for us before? _____ If yes, when? _____

List any friends or relatives working for us. _____

If hired, on what date will you be available to start work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for library work? _____

If hired, do you have a reliable means of transportation to get to work? _____

Do you have any handicap or disability that will prevent you from satisfactorily performing the essential functions of the job for which you have applied, with or without reasonable accommodation? _____ (Note: The library will provide you in your interview with a description of the duties of the position to assist you in answering this question).

Have you had a serious illness in the past 5 years? No Yes (describe) _____

Have you ever received compensation for injuries? No Yes (explain) _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? No Yes

If yes, describe in full _____

Person to be notified in case of accident or emergency

Name _____ Phone Number _____

Address _____

PERSONAL REFERENCES

Name and Occupation	Address	Telephone number
1.		
2.		
3.		

PRIOR WORK HISTORY (INDICATE LAST OR PRESENT EMPLOYER FIRST)

DATES		EMPLOYER'S NAME AND ADDRESS	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		

DESCRIBE YOUR JOB IN DETAIL.

DATES		EMPLOYER'S NAME AND ADDRESS	RATE OF PAY		SUPERVISOR'S NAME AND TITLE	REASON FOR LEAVING
FROM	TO		START	FINISH		

DESCRIBE YOUR JOB IN DETAIL.

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME & ADDRESS	# OF YEARS ATTENDED	GRADUATED		COURSE OR MAJOR
GRAMMAR OR GRADE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
HIGH SCHOOL			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
COLLEGE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
POST GRADUATE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
BUSINESS OR TRADE			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OTHER			<input type="checkbox"/> YES	<input type="checkbox"/> NO	