



APPLICATION FOR EMPLOYMENT

Date of Application: _____

EOE

Position (s) applied for: _____

PERSONAL INFORMATION

Full Name: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: _____

Email Address: _____

EDUCATIONAL BACKGROUND

List names of High School University/ Other	Address	Years Completed	Year of Graduation	Course of Study

Any library experience? YES NO

If yes, where at and when: _____

SKILLS AND QUALIFICATIONS

List any training, skills, licenses, certifications, and or experiences you feel would especially fit you for the position at the Library.

EMPLOYMENT HISTORY

List your last (2) employers, assignments or volunteer activities, starting with the most recent, including military experience

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Start Date: _____ End Date: _____

Responsibilities: _____

Reason for leaving: _____

Immediate Supervisor: _____

Employer: _____ Job Title: _____

Address: _____

Telephone: _____

Start Date: _____ End Date: _____

Responsibilities: _____

Reason for leaving: _____

Immediate Supervisor: _____

REFERENCES

(Please provide (3) business or professional references)

Name: _____ Telephone: _____

Years Known/Relationship: _____ Occupation: _____

Name: _____ Telephone: _____

Years Known/Relationship: _____ Occupation: _____

Name: _____ Telephone: _____

Years Known/Relationship: _____ Occupation: _____

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to contact past employers or schools for information concerning my work or academic ability.

Signature of Applicant: _____ Date: _____