



384 Broad Street  
Montoursville, PA

# 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.

\_\_\_\_\_  
\_\_\_\_\_

Equal access to programs, services and employment is available to all persons. Those applicants requiring accomondtions to the application and/or interview should contact a representative of 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: \_\_\_\_\_