

Employment Application

Applicant Information		
Full Name: _____		
Last	First	M.I.
Address: _____		
Street Address		Apartment/Unit #

City	State	ZIP Code
Phone: ()	E-mail Address: _____	
Date Available: _____	Date Ending _____	SS#: _____
Position Applied for:	Library Clerk	Library Director
Are you a citizen of the United State? Yes / No If no, are you authorized to work in the U.S.? Yes / No		
Have you ever applied to this company? Yes / No If Yes, when?		

Have you ever been convicted of a felony? Yes / No Birthdate: _____		
If you've been convicted of a felony please explain the circumstances: _____		

Education		
High School: _____ Address: _____		
From: _____	To: _____	Did you graduate? Yes / No Degree: _____
College: _____ Address: _____		
From: _____	To: _____	Did you graduate? Yes / No Degree: _____
College: _____ Address: _____		
From: _____	To: _____	Did you graduate? Yes / No Degree: _____
College: _____ Address: _____		
From: _____	To: _____	Did you graduate? Yes / No Degree: _____
Other: _____ Address: _____		

From: _____ To: _____ Did you graduate? Yes / No Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Additional Information

Do you have any weight lifting restrictions? Yes / No If yes, please elaborate: _____

Do you have your driver's license? Yes / No CDL License? Yes / No

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					9:45- Noon Yes / No
1:45-5:30 Yes / No	1:45-5:30 Yes / No	1:45-5:30 Yes / No	1:45-5:30 Yes / No	1:45-5:30 Yes / No	
5:00-8:30 Yes / No			5:00-8:00 Yes / No		

Previous Employment

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes / No

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes / No

Company: _____ Phone: ()

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes / No

Emergency Contact Information

Name: _____ Relationship: _____

Home Phone #: () Other Phone #: ()

Address: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Full Name (Printed): _____

Signature: _____ Date: _____