

EMPLOYMENT APPLICATION

Name _____ email: _____

Address _____ Phone: _____
Street City Zip

Position applying for _____ Library _____

How did you hear about this position? _____

Are you age 16 or older? ____ YES ____ NO. If no, state your age _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ____ YES ____ NO
Proof of citizenship or immigration status will be required upon employment.

Are you related to anyone currently employed by the Library or on the Library Board? ____ YES ____ NO
If yes, state name & relationship _____

EDUCATION:

	Name of school/location	Did you Graduate?	Degree/Major
High school	_____	_____	_____
Business/Trade	_____	_____	_____
*College/University	_____	_____	_____
*Graduate/Professional	_____	_____	_____

*If you did not or have not graduated, how many hours of college credit have you completed? _____
Please list any graduate or undergraduate library science courses you have taken: _____

PREVIOUS EMPLOYMENT:

Please start with most recent position.

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

PERSONAL REFERENCES:

(Please list persons not related to you)

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Summarize other special skills and qualifications acquired from employment or other experiences.

All employees of the Jasper Dubois County Contractual Public Library are employed on an at-will basis.

State law and Library policy prohibit smoking anywhere on Library property.

I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that should an investigation at any time show at any time any falsification, I will not be considered for employment or if employed, falsification will be sufficient grounds for immediate discharge.

Signature of applicant _____ Date _____

I authorize the Jasper Dubois County Contractual Public Library to contact employers and references listed above.

Signature of applicant _____ Date _____