

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 _____

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 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 _____