



Employment Application

Applications **MUST** be submitted via email
With **COVER LETTER** and **RESUME** attached in a single PDF file.
Paper applications will not be accepted.

Applicant Information

Full Name: _____ Date: _____
Last First MI

Preferred method of contact: Phone Call: Text: Email:

Phone: _____ Email: _____

Date Available to work : _____ Desired Pay Rate: \$ _____

Preferred schedule / Availability: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when did you work here? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

High School: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____
Supervisor: _____

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

Responsibility: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a
reference? YES NO

Company: _____ Phone: _____
Supervisor: _____

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

Responsibility: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a
reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

OTHER

Do you have any special skills or abilities that relate to working in a library setting?

Disclaimer and Signature

I certify that my submitted resume, cover letter, and answers on this application are true and complete to the best of my knowledge.

If this application packet leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____