



Willard Library
APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application or interview process should notify the Director.

Position for which you are applying: _____ Application Date: _____

Legal Name: _____
 Last Name First Name Middle Initial

Address: _____
 Street City State Zip Code

Telephone #: _____

Email Address: _____

Preferred Method of Contact: _____

Have you submitted an application here before? Yes No If yes, give date: _____

Have you ever been employed here before? Yes No

If yes, give dates: _____ to _____

Library policy does not allow employment of immediate relatives defined as spouse, domestic partner, child, parent, brother, sister, grandparent, or grandchild. Are you related in this capacity to any individual currently employed at the Library? If so, who and what is the relationship?

Are you legally eligible for employment in this country? Yes No

Date available for work: _____

Type of employment desired: Full-Time Part-Time

Please list any conflicts that may interfere with the attendance requirements of the position (including weekdays, evenings, and weekends)?

Will you work overtime if required? Yes No If no, please explain: _____

EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments, or volunteer activities, starting with the most recent. Use additional sheets if necessary. Explain any gaps in employment in comments section on the next page.

Employer	Dates Employed From To		Summarize the type of work performed and job responsibility
Address			
Telephone	Starting Rate of Pay		
Job Title	\$	Per	
Immediate Supervisor & Title	Final Rate of Pay		
Reason for Leaving	\$	Per	
May We Contact for Reference?			

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Job Title	\$	Per	
Immediate Supervisor & Title	Final Rate of Pay		
Reason for Leaving	\$	Per	
May We Contact for Reference?			

Comments Regarding Employment (including explanation of any gaps in employment):

Have you been convicted of a crime in the last seven years? Yes No

If yes, please explain all convictions. (Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.)

EDUCATIONAL BACKGROUND

School	Degree/Diploma	Year Diploma Issued	Grade Point Average

REFERENCES

List the name and telephone number of three business/work references who are not related to you. References from previous supervisors are preferred. If not applicable, list three school or personal references who are not related to you.

Name & how you know/relationship to the individual	Telephone Number	Years Known

ADDITIONAL INFORMATION

List professional, trade, business, or civic associations and any offices held.

Organization	Offices Held

Skills and Qualifications: Summarize any special training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

I attest that all statements and information provided on this application are true.

Signature/Date: _____