

APPLICATION FOR EMPLOYMENT

Instructions: Please print all information and complete every part of this application. If there is a question which does not apply to you, mark "N/A". Do not leave any question unanswered. Any false, misleading, or incomplete responses may result in disqualification for hire. You may add another page if necessary.

POSITION(S) APPLIED FOR: _____

Today's date: _____ Date you can start: _____

PERSONAL INFORMATION

Name: _____

Home Address: _____

Phone: _____ Social Security #: _____

Are you available _____ full time _____ part time?

Are you at least 18 years of age? _____ yes _____ no

Would it be possible for you to travel, at your own expense, to be reimbursed, to receive in-service education? _____ yes _____ no

Are you willing to attend meetings and workshops outside of regular work schedule?
_____ yes _____ no

Are you able to perform job duties listed in job description? _____ yes _____ no

Have you ever been convicted of a felony? no _____ yes _____.

Please list : _____

Note: A conviction record will not necessarily disqualify an applicant from employment. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.

Are you a citizen of the United States, or specifically authorized to be employed in the United States? _____ yes _____ no (Proof will be required for employment.)

EMPLOYMENT HISTORY

List your last four jobs, beginning with the most recent (omit dates for jobs held more than five years ago).

1. Employer name/address/phone _____

Job Title _____ Duties _____

Dates employed _____ to _____ Salary/Bonus _____

Reason for leaving _____

2. Employer name/address/phone _____

Job Title _____ Duties _____

Dates employed _____ to _____ Salary/Bonus _____

Reason for leaving _____

3. Employer name/address/phone _____

Job Title _____ Duties _____
Dates employed _____ to _____ Salary/Bonus _____
Reason for leaving _____

4. Employer name/address/phone _____

Job Title _____ Duties _____
Dates employed _____ to _____ Salary/Bonus _____
Reason for leaving _____

EDUCATION AND TRAINING

Name and location of high school: _____

Graduated _____yes _____no

List technical or trade school, college, and post-graduate education, if any.

	School/College	Level Completed	Degree	Major Subjects
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

OTHER SKILLS

Describe any computer, office machine, tool or equipment skills:

Describe any other qualifications which may help you in the position applied for:

REFERENCES

List three references, other than prior employers or relatives, whom we can contact.

1. Name _____ Phone _____
How long known _____
2. Name _____ Phone _____
How long known _____
3. Name _____ Phone _____
How long known _____

Wellsville City Library

Applicant's Name _____

By signing below, I certify that the answers and information set above are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate or complete, I may now be hired, or I may be discharged. I authorize the Wellsville City Library to investigate all statements contained in this application for employment and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work or educational history or my character, to provide the Wellsville City Library with all requested information and references, and to cooperate fully with the investigation of my character and qualifications.

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within the Wellsville City Library has authority to make oral contracts of employment. If hired, my employment relationship with the Wellsville City Library is terminable at-will, with or without cause, by either myself or the Wellsville City Library.

I also understand and agree to all the conditions and statements set forth above, and throughout this application.

Applicant's Signature

Date