



APPLICATION FOR EMPLOYMENT
NORTH WEBSTER COMMUNITY PUBLIC LIBRARY
P.O. Box 825
North Webster, In 46555

North Webster Community Public Library is an Equal Opportunity Employer. Applications are considered for employment without regard to race, color, creed, religion, national origin, age, marital or veteran status, disability, or any other legally protected status. It is North Webster Community Public Library's policy to abide by all Federal, State and local laws concerning discrimination in employment.

All sections must be completed, even if resume is attached.

POSITION APPLIED FOR: _____

Name: _____

Last, First, Middle

Address: _____

Street

City State Zip

Phone#s (home) _____ (work) _____ (cell) _____

Email address: _____

Type of work desired: ___ Full time ___ Part time

If hired, can you provide written evidence that you are authorized to work in the U.S.?

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer.

Failure to include all past employment may be grounds for disqualification.

If currently unemployed, check here _____ and skip to **Previous employer** below.

Current Employer _____

Address _____

City/state/zip

Phone(____) Hire date _____ Job title

Beginning salary _____ per _____ Current salary _____ per

Supervisor _____ Title _____

Work Phone _____

EmploymentApplication

Briefly described the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave? _____

May we contact your current employer? Yes: ___ No: ___ If no, please explain why?

- Previous employer _____ Phone (_____) _____
Address _____ City/state/zip _____
Dates employed _____ Job title _____
Beginning salary _____ per _____ Ending salary _____ per _____
Supervisor _____ Title _____
Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving: _____
May we contact this employer? Yes: ___ No: ___ If no, please explain why:

- Previous employer _____ Phone (_____) _____
Address _____ City/state/zip _____
Dates employed _____ Job title _____
Beginning salary _____ per _____ Ending salary _____ per _____
Supervisor _____ Title _____
Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving: _____
May we contact this employer? Yes: ___ No: ___ If no, please explain why:

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason _____

From _____ to _____ Reason _____

EDUCATION

High school attended (Attach additional pages, if more than 1 school attended).

Name

Address

Diploma? Yes ____ No ____ GED? Yes ____ No ____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)

College(s) or Trade School(s) attended (Attach additional pages, if more than 1 school attended).

• Name _____

Dates attended _____ to _____

Address _____

Degree(s): _____

Major/minor course(s) of study: _____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)

• Name _____

Dates attended _____ to _____

Address _____

Degree(s): _____

Major/minor course(s) of study: _____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)

SPECIALIZED KNOWLEDGE AND SKILLS

Typing: Yes ___ No ___ Words per minute _____
Word Processing: Yes ___ No ___ Spreadsheet: Yes ___ No ___
Filing: Yes ___ No ___ Other _____

Professional/special license(s) or certificate(s):
State _____ Issued By _____ Date Issued _____
Expiration _____ Type _____ License # _____

Have you had any license suspended, revoke or terminated? Yes ___ No ___ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes ___ No ___ If yes, please explain:

Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain:

List three references who are not related to you and are not former employers or supervisors:

• Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

• Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

• Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

AUTHORIZATION AND RELEASE

In applying for employment, I want the North Webster Community Public Library (NWCPL), to be fully informed of my work history. I therefore, authorize the NWCPL, to investigate my background and to obtain any and all information which may concern me. I release all persons, including the NWCPL, schools, companies, corporations, credit bureaus and law enforcement agencies, from any liability on account of furnishing such information.

I fully understand that if employed, any misrepresentation of facts on my application is sufficient reason for my termination. In addition to my authorization and release of information and entities set forth above, I also authorize the NWCPL, to discuss the results of any pre-employment investigation with persons who conduct the interview(s) in any investigation, as well as with those individuals responsible for hiring.

I understand that nothing contained in my application or in the granting of or conducting of an interview is intended to create an employment contract or binding contractual relationship between the NWCPL and myself, either for employment or for the providing of any benefit.

No promises regarding employment or duration of employment have been made to me and I understand that no such promises or guarantees are binding upon the NWCPL, unless made in writing by the appointing authority.

If an employment relationship is established, I understand that it is of an at will nature, meaning the employee may resign employment at any time, with or without cause. If any employment relationship is established, in consideration of such an employment relationship, I agree not to use or reveal any confidential information of the NWCPL.

The NWCPL and its board of directors and employees and agents are all released by me for any legal responsibility or liability for the release of such information and records as authorized above or any other liability which may arise from the release of such information.

I have read the above statement and, if employed, I agree to abide by all of the terms set forth above.

Name _____
(Print)

Applicant signature: _____

Date: _____