



Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street City State Zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Area Code & Phone Number Area Code & Alt. Phone Number

**GENERAL INFORMATION**

Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ Resident Alien? Yes \_\_\_\_\_ No \_\_\_\_\_

Check one: Full Time \_\_\_\_\_ Part-time \_\_\_\_\_ Salary Requirements \_\_\_\_\_

How soon would you be available for employment? \_\_\_\_\_

Do you require any accommodations under the Americans with Disabilities Act? (Please list)

\_\_\_\_\_

Are you 18 years old or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been employed by us before? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, give the dates you were employed \_\_\_\_\_

\*Under what name? \_\_\_\_\_

Your referral source(s) Internet \_\_\_\_\_ Newspaper \_\_\_\_\_ Relative \_\_\_\_\_ Other (specify) \_\_\_\_\_

Please list any relatives currently employed by the Hackley Library:

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

Have you ever served in the U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_

Branch of Service \_\_\_\_\_ When \_\_\_\_\_

**EDUCATION**

High School/GED: \_\_\_\_\_ Graduated: Yes\_\_\_\_ No\_\_\_\_  
School Name  
\_\_\_\_\_  
City, State If no, years completed: \_\_\_\_\_

College/University \_\_\_\_\_ Graduated: Yes\_\_\_\_ No\_\_\_\_  
School Name  
\_\_\_\_\_  
City, State If no, years completed: \_\_\_\_\_

Type of Degree(s) \_\_\_\_\_ G.P.A. \_\_\_\_\_

Business/Trade School \_\_\_\_\_  
School Name City, State

Special Training, Skills, or Other Educational Background \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY (Use additional sheets if necessary)**

Name of Employer	Type of Business	Dates employed	
		From	To
_____	_____	_____	_____

Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Street Area Code & Phone Number  
\_\_\_\_\_  
City, State Zip

Starting Pay \_\_\_\_\_ Pay at Leaving \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\*\*\*\*\*

Name of Employer	Type of Business	Dates employed	
		From	To
_____	_____	_____	_____

Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Number Street Area Code & Phone Number  
\_\_\_\_\_  
City State Zip

Starting Pay \_\_\_\_\_ Pay at Leaving \_\_\_\_\_ Supervisor's Name and Title \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Provide any name(s) used, if other than that shown, while employed by said employers:

\_\_\_\_\_  
\_\_\_\_\_

**LIBRARY WORK**

Have you ever worked or volunteered in a library before? \_\_\_\_\_ If so, where? \_\_\_\_\_

Are you interested in working in a particular department? (Youth Services, Adult Services, Technology, Technical Services, Genealogy & Local History) \_\_\_\_\_

Why do you want to work at Hackley Public Library? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you know the Dewey Decimal system? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you use a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you find a book using the computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you type? Yes \_\_\_\_\_ No \_\_\_\_\_ Words or keystrokes per minute \_\_\_\_\_

\*\*\*\*\*  
REFERENCES (Individuals for whom you have worked or volunteered. Please include a name, phone number, address, job title)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Name of individual to be contacted in the event of an emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

In compliance with State Laws, have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

What type of crime: Misdemeanor \_\_\_\_\_ Felony \_\_\_\_\_

If so, when, where, and nature of offense(s)? \_\_\_\_\_  
\_\_\_\_\_

\*\*I certify that the information contained in this application is correct to the best of my knowledge. I understand that falsification of this information is grounds for dismissal in accordance with the Hackley Public Library policy.

I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing this information to you.

Please review the information you have given for correctness and accuracy. You may attach a resume to this application or other pertinent information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

It is the policy of the Hackley Public Library that no employee or applicant will be discriminated against or harassed because of race, color, religion, gender, national or ethnic origin, physical or mental disability, age, height, weight, marital status, familial status, sexual orientation or any other classification protected by law and to the full extent required by law. This policy covers recruitment, hiring placement, training, compensation and benefits, transfer, upgrading, promotion, recall, layoff and other terms or conditions of employment.

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