



Date _____

Name _____
Last First Middle

Current Address _____
Street City State Zip

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

GENERAL INFORMATION

Are you involved in any activities that would limit the hours that you can work? (Band, sports, other jobs)
Please list: _____

Are you available to work evening and Saturday hours? Yes _____ No _____

This is a year-round job. Are you available to work in the summer? Yes _____ No _____

Do you have transportation to the library? Yes _____ No _____

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

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

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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