



# South Whitley Community Public Library Application for Employment

South Whitley Community Public Library is an at-will, Equal Opportunity employer. The library considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, creed, sexual orientation, gender identity, or the presence or absence of a non-job related medical condition or disability.

|   |                              |
|---|------------------------------|
| <b>Personal Information</b>   | Date _____                   |
| Name: _____   |                              |
| Address: _____  |                              |
| City: _____   | State: _____ Zip Code: _____ |
| Phone Number: _____   | E-mail Address: _____        |
| Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No |                              |
| If No, please explain: _____  |                              |
| _____   |                              |
| Have you ever been convicted of a crime that has not been expunged by a court?                                  |                              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain, including date(s).             |                              |
| _____   |                              |
| _____   |                              |

|   |
|---|
| <b>Employment Desired</b>   |
| I am applying for the position of (Job Title): _____ Date you can start: _____  |
| I am willing to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Saturdays <input type="checkbox"/> Evenings                    |
| Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| What are your salary expectations for this position? _____  |

**References:** List three people (not related to you or living with you) whom you have known for at least one year.

| Name | Phone/E-mail | Business | Years Known |
|------|--------------|----------|-------------|
|      |              |          |             |
|      |              |          |             |
|      |              |          |             |

**Education**

| Education                                | School and Location | Dates | Did You Graduate?  | Degree Received |
|--|---------------------|-------|--|-----------------|
| High School                              |                     |       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |
| College                                  |                     |       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |
| Trade, Business or Correspondence School |                     |       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |
| Other Applicable Education               |                     |       | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |

**General Information**

Please note: For most library positions, minimum computer proficiencies include good keyboarding and typing skills, as well as experience with e-mail and Internet research.

Special skills that relate to this position: \_\_\_\_\_

Civic or professional organizations, athletic or volunteer activities: \_\_\_\_\_

**Former Employers: List your last three employers, beginning with the most recent.**

| Starting and Ending Dates | Name of Supervisor<br>Name and Address of Employer | Salary | Position | Reason for Leaving |
|---------------------------|--|--------|----------|--------------------|
|                           |  |        |          |                    |
|                           |  |        |          |                    |
|                           |  |        |          |                    |

I certify that answers given on this application are true and complete to the best of my knowledge. I understand that intentional false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the library to conduct any investigation of my personal background, work history, or police record as may be necessary to verify the information provided in this application and to determine my aptitude for the position.

In consideration of my employment, I agree to conform to the library's rules, policies, and regulations. I agree that my employment and compensation may be terminated with or without cause or notice at any time at the discretion of either the library or myself.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_