

Employment Application

If you have provided a resume and any of the requested information is on your resume, please feel free to note that instead of repeating your efforts.



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Driver's License #: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this library system before? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I understand that this application is not a contract or promise of employment.

I understand that the Ohoopsee Regional Library System follows an employment-at-will policy, in that the Ohoopsee Regional Library System or I may terminate my employment any time, or for any reason consistent with the personnel policy of the Ohoopsee Regional Library System and applicable state or federal law.

I authorize all individuals, schools and firms named within to provide any information requested about me.

I certify that all the statements herein are true and understand that any falsification and/or willful omission shall be sufficient cause for dismissal or refusal of employment.

I understand that the Ohoopsee Regional Library System is a drug-free workplace and drug testing may be required as a condition of employment, or a condition of continued employment. I understand that all libraries in the Ohoopsee Regional Library System are tobacco free campuses.

I understand that all employees of the library work directly or indirectly with children, and directly or indirectly deal with public funds and a law enforcement background check and/or credit check may be required as a condition of employment or a condition of continued employment.

Signature: _____ Date: _____