

Application for Employment

Arthur Public Library

Applicants are considered for all positions without regard to race, religion, sex, nationality, age, marital or veteran status, or the presence of non-related medical condition or handicap.

Date of Application:

Position Applied for:

Name:

Last

First

Middle

Address:

Street

City

State

Zip Code

Telephone:

Email:

Have you ever been convicted of a criminal offense? Yes [] No []

If yes, Explain:

Education and Experience

High School:

Graduation Date:

Or GED Received

College:
Major:

Graduation Date:

Last or Current Job:

Start Date :

Reason for leaving:

Have you ever been fired from a position? Yes [] No []

If yes, Explain:

Other work experience or skills you feel we should know about:

Skills

How much experience do you have with computers?

Other computer skills you feel we should know about:

Typing Speed:

Availability

How many hours can you work weekly?

Can you work nights? Yes [] No [] Can you work Saturdays? Yes [] No []

Library Hours: Monday – Thursday 9:00 am – 8:00 pm Friday – Saturday 9:00 am – 5:00 pm

Days/hours available

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

References

Please list two references

Name:

Relationship:

Phone:

Name:

Relationship:

Phone:

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

Signature:

Date:
