



APPLICATION FOR EMPLOYMENT

Spencer County Public Library is an equal opportunity and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state, or federal laws.

Date

Social Security Number

Last Name

First

Middle

Street Address

Phone

City, State, Zip

Email

Are you legally eligible to work in the United States?

Yes

No

Are you 18 years of age or older?

Yes

No

Proof of age will be required if under 18 years of age.

Have you even been convicted of a felony?

Yes

No

If yes, please provide the date and explain the nature of each offense.

Please list any relative employed by the library or serving on the volunteer board:

Have you ever been employed by this library

Yes

No

Position Information

Position Desired:

Full Time

Part Time

Salary required: _____ Date available to begin work: _____

Hours Available	Mon	Tue	Wed	Thurs	Fri	Sat
From						
To						

Education

	Name/Location of Institution	Graduated	Degree/Diploma
High School/GED		Yes <input type="checkbox"/> No	
Business, Trade or Technical		Yes <input type="checkbox"/> No	
College or University		Yes <input type="checkbox"/> No	
Graduate School		Yes <input type="checkbox"/> No	

Employment History

List your last three places of employment; most recent first.	Listed on Resume _____
_____	From: _____ To: _____
Company Name	Dates of Employment
_____	_____
Address	Phone
_____	Start: _____ End: _____
Supervisor	Rate of Pay
_____	_____
Position/Duties	Reason for Leaving
_____	From: _____ To: _____
Company Name	Dates of Employment
_____	_____
Address	Phone
_____	Start: _____ End: _____
Supervisor	Rate of Pay
_____	_____
Position/Duties	Reason for Leaving
_____	From: _____ To: _____
Company Name	Dates of Employment
_____	_____
Address	Phone
_____	Start: _____ End: _____
Supervisor	Rate of Pay
_____	_____
Position/Duties	Reason for Leaving

Training/Skills

Please describe any specialized education, training, or job skills, including computer experience.

Professional/Academic References

_____	_____	_____
Name	Phone	Relationship
_____	_____	_____
Name	Phone	Relationship
_____	_____	_____
Name	Phone	Relationship

The information on this application & supplied resume is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment & resume as necessary to make an employment decision. If employed, I understand that any false or misleading information given in my application, resume, or interview(s) may result in my dismissal. I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature _____ Date _____