



Application for Employment

PLEASE PRINT

Name: _____

First

Middle

Last

Address: _____

Street

City

State/Zip

Telephone: _____ Email: _____

Application date: _____

Are you legally permitted to work in the United States? Yes ___ No ___

PERSONAL

Position for which you are applying: _____ Full-time ___ Part-time ___

Date available to start: _____

Have you previously applied for a job with the Granville Public Library? Yes ___ No ___

If yes, when? _____

Have you ever been employed with the Granville Public Library? Yes ___ No ___

If yes, reason for leaving: _____

Are you related to anyone employed by the Granville Public Library? Yes ___ No ___

If yes, please state name and relationship: _____

Do you have any time commitments that might interfere with your employment? Yes ___ No ___

If yes, please explain:

Have you ever been dismissed or asked to resign from any employment position? Yes ____ No ____

If yes, please explain:

If employed, why do you wish to leave your current employer?

May we contact your current employer as a reference? Yes ____ No ____

Describe briefly the type of work that you are best qualified to do by reason of background, education, previous employment or training and why you feel you are qualified for the position for which you are applying and why you would like to work at the Library. In particular, mention computer skills and programs with which you are familiar and proficient:

EDUCATION

High School

Name: _____ Location: _____

Did you graduate? Yes ____ No ____

College/University

Name: _____ Location: _____

Did you graduate? Yes ____ No ____

Degree obtained/area of study: _____

College/University

Name: _____ Location: _____

Did you graduate? Yes ____ No ____

Degree obtained/area of study: _____

REFERENCES

Please do not include relatives.

Reference #1

Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Reference #2

Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Reference #3

Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Applications for employment with the Granville Public Library are evaluated and selected on the basis of individual ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, sexual orientation, age, national origin, political affiliation, or disability.

CERTIFICATION

By Clicking this box, I certify that all information contained in this application is true, complete, and correct to the best of my knowledge. I understand that any material omission, misrepresentation, or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references, and/or schools for information unless otherwise noted in this document. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

Date: