

Employment Application

Please answer all questions as completely as possible.

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ / _____ Email _____
Home # Cell #

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for:
Full Time Part Time _____

Are you legally available for employment in the United States? YES NO Does the library currently employ any of your relatives? YES NO
If yes, list relationship: _____

Have you ever worked for the library? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

Did you graduate? YES NO Diploma: _____

Other: _____ Address: _____

Did you graduate? YES NO Diploma: _____

References

Please list three professional references. (Do not list relatives.)

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

List all equipment and computer software that you use proficiently. _____

Please summarize any special skills or hobbies you have and how each will be utilized if you are employed by HCPL.

Explain why you would be an asset to our HCPL Team.

Disclaimer and Signature

READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Hancock County Public Library.

I agree that if I am employed by the Hancock County Public Library, my employment may be terminated at any time without liability except such wages as may have been earned at the date of such termination. I further understand and acknowledge that this is an application for employment, that no employment contract is being offered and that if I am employed such employment is for an indefinite period of time and that the Library can change wages, benefits and conditions at any time.

I understand and agree that all information furnished in this application may be verified by the Hancock County Public Library. I also understand that any employment is subject to a satisfactory check of references and a Police Department background check. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the Library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the Library from any liability for any claim or damage which may result.

I understand that this application will be kept on file for one year after which point I have to reapply in order to be considered for employment at the Hancock County Public Library.

Signature: _____ Date: _____

EEOC Policy Statement.

Hancock County Public Library hires for available positions on the basis of their qualifications, working knowledge, and competency. Hancock County Public Library has a continuing commitment to ensure that fair and equal employment opportunities are extended to all qualified persons without regard to race, color, religion, sex, national origin, age, disability, or veteran status.