

# Presque Isle District Library Job Application Form

Print clearly in black or blue ink. Answer all questions. Sign and date the form.

## Personal Information:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are under age 18, do you have an employment/age certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of or pleaded no contest to a felony within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Type of employment desired: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

Position applied for: \_\_\_\_\_ What date are you available to start work? \_\_\_\_\_

Have you ever been previously employed by the library? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you travel if required by this position? Yes \_\_\_\_\_ No \_\_\_\_\_

## Education:

List school name and location, years completed, course of study and any degrees earned:

High School \_\_\_\_\_

\_\_\_\_\_

College \_\_\_\_\_

\_\_\_\_\_

Technical Training \_\_\_\_\_

\_\_\_\_\_

Skills and Qualifications \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Employment History:**

Please provide all employment information for your past three employers, starting with the most recent.

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Position held: \_\_\_\_\_ Salary: \_\_\_\_\_ Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Position held: \_\_\_\_\_ Salary: \_\_\_\_\_ Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employer** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Position held: \_\_\_\_\_ Salary: \_\_\_\_\_ Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**References:**

List three reference names, phone numbers and years known (Do not include relatives or employers.)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_