

**DANVILLE-CENTER TWP PUBLIC LIBRARY**

**Employment Application**



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
\_\_\_\_\_ M.I. \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_ YES \_\_\_ NO

If no, are you authorized to work in the U.S.? \_\_\_ YES \_\_\_ NO

Have you ever worked at the Danville-Center Twp. Public Library before? \_\_\_ YES \_\_\_ NO

If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_ YES \_\_\_ NO

If yes, explain. \_\_\_\_\_

**EDUCATION:**

High School \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Did you graduate? \_\_\_ YES \_\_\_ NO

College \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Did you graduate? \_\_\_ YES \_\_\_ NO Degree \_\_\_\_\_

Other \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Did you graduate? \_\_\_ YES \_\_\_ NO Degree \_\_\_\_\_

**REFERENCES:** *(Do not list previous employers or relatives)*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

**PREVIOUS EMPLOYMENT:** *(Please list most recent employer first)*

1. Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
May we contact this employer: \_\_\_\_ YES \_\_\_\_ NO

2. Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
May we contact this employer: \_\_\_\_ YES \_\_\_\_ NO

3. Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
May we contact this employer: \_\_\_\_ YES \_\_\_\_ NO

Why would you like to work at the Danville-Center Twp. Public Library?  
\_\_\_\_\_  
\_\_\_\_\_

Are you available to work evenings (Mon – Thurs)? \_\_\_\_\_

Are you available to work Saturdays? \_\_\_\_\_

**DISCLAIMER and SIGNATURE:**

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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