

DANVILLE PUBLIC LIBRARY

Employment Application



APPLICANT INFORMATION

| | | | | | | | |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|------------------|--|
| Last Name | | First | | M.I. | | Date | |
| Street Address | | | | | | Apartment/Unit # | |
| City | | | | State | | ZIP | |
| Phone | | | | E-mail Address | | | |
| Date Available | | | | | | | |
| Position Applied for | | | | | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Have you ever worked for this company? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | | | | |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain | | | | |

EDUCATION

| | | | | | | | | |
|-------------|--|----|--|-------------------|------------------------------|-----------------------------|--------|--|
| High School | | | | Address | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | |
| College | | | | Address | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | |
| Other | | | | Address | | | | |
| From | | To | | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | |

REFERENCES

Do not list previous employers or 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 | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| Company | | Phone |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| Company | | Phone |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |

MILITARY SERVICE

| | | |
|----------------------------------|-------------------|----|
| Branch | From | To |
| Rank at Discharge | Type of Discharge | |
| If other than honorable, explain | | |

PURPOSE AND AVAILABILITY

Why would you like to work at the Danville Public Library?

| | |
|--|--|
| Are you available to work evening hours (Mon-Thurs)? | Are you available to work Saturdays (between 9-5)? |
| Are you available to work Sunday afternoons (2-5)? | |

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 |
|-----------|------|