



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone Number: Day _____ Evening _____

Are you an U.S. citizen? _____ Yes _____ No

If no, are you eligible for employment in the U.S.? _____ Yes _____ No

Who referred you to the Library? _____

TYPE OF WORK:

Position Desired: _____

Are you seeking: _____ Full time position _____ Part-time position

Are you able to work a varied schedule, including evenings until 8:30 p.m. and Saturdays and Sundays?

_____ Yes _____ No

EDUCATIONAL PREPARATION:

Name and Address of School	Did you Graduate?	Course Work or Major

High School		

Business or Trade		

College or University		

College or University		

Post Graduate		

Other		

WORK EXPERIENCE: (List in order with the most recent first)

Employer Name and Address		Position Held

Dates of Employment		Supervisor's Name

Major responsibilities		

Reasons for Leaving		

Employer Name and Address		Position Held

Dates of Employment		Supervisor's Name

Major responsibilities		

Reasons for Leaving		

ADDITIONAL EXPERIENCES OR INFORMATION: (To better describe your full qualifications)

This employment application does not seek information regarding the applicant's criminal record. However, the Library reserves the right to make inquiry into the applicant's criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant's criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.

I certify that the information I have provided in this application is complete and true, to the best of my knowledge. Should I be employed by the Salem Public Library, any misrepresentation or false statement contained herein may be considered cause for immediate dismissal.

Signature

Date

The Salem Public Library is an Equal Opportunity Employer