

OLNEY PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

The Olney Public Library is an Equal Opportunity employer.

Name: _____ Date: _____

(Last)

(First)

(MI)

Address _____

(Number) (Street)

(City)

(State) (Zip Code)

Phone # _____

Position applying for: _____

Available to work: ___ full time ___ part time ___ days ___ evenings ___ Saturdays

You will need a Social Security Number as a condition of being hired.

If your application is considered favorably, what date will you be available for work with the library? _____

Have you ever been employed by the Library before? ___ Yes ___ No

Do you have any relatives employed by the Library? ___ Yes ___ No

If Yes, please list names and relationship _____

Olney Public Library

Employment Experience

(Please list present or most recent employer first.)

Employer: _____ Phone #: _____

Address: _____

Position: _____

Dates Employed: From: _____ To: _____ Hourly Rate _____

Reason for leaving: _____

Employer: _____ Phone #: _____

Address: _____

Position: _____

Dates Employed: From _____ To _____ Hourly Rate _____

Reason for leaving: _____

Employer: _____ Phone #: _____

Address: _____

Position: _____

Dates Employed From: _____ To: _____ Hourly Rate _____

Reason for leaving: _____

Olney Public Library

Education:

College: _____ Year Graduated: _____
(Name) (Location)

High School _____ Year Graduated: _____
(Name) (Location)

Professional Job Skills:

Computer experience: (Specific Programs, Applications, Etc.) _____

Public Relations: (Experience in dealing with the public, etc.) _____

References: Names of three persons not related to you, whom you have known for at least three years.

(1) _____
(Name) (Address) Phone #

(2) _____
(Name) (Address) Phone #

(3) _____
(Name) (Address) Phone #

Additional Qualifications:

Please identify any additional knowledge, skills, and qualifications relevant to the applied for position that will be helpful to us in considering your application for employment. _____

Agreement

I certify that the statements made in this application are correct and complete to the best of my knowledge.

I understand that false or misleading information may result in termination of employment.

I authorize the Olney Public Library to conduct a reference check so that a hiring decision may be made.

_____ **You may** _____ **may not** contact my listed references and or former employers for further information while being considered for employment by the Olney Public Library.

I understand that this application is not intended to be a contract of employment.

Signature of Applicant

Date

