

RICHWOOD-NORTH UNION PUBLIC LIBRARY

Employment Application

| APPLICANT INFORMATION | | | | | | | | |
|---|------------|-------------------------|---|--|-------------|------|--|--|
| Last Name | | | First | | | Date | | |
| Street Address | | | Apartment/Unit # | | | | | |
| City | | | State | | | ZIP | | |
| Phone | | | Email Address | | | | | |
| Date Available | Social Sec | Social Security No. Des | | | ired Salary | | | |
| 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 $\hfill \square$ NO $\hfill \square$ | | | | | |
| Have you ever worked for this company? | YES 🗌 | NO 🗌 | If so, when? | | | | | |
| Have you ever been convicted of a felony? | YES | NO 🗌 | If yes, explain | | | | | |

| EDUCATION | | | | | |
|-------------|----|-------------------|---------|------|--------|
| High School | | | Address | | |
| From | То | Did you graduate? | YES 🗌 | NO 🗌 | Degree |
| College | | | Address | | |
| From | То | Did you graduate? | YES 🗌 | NO 🗌 | Degree |
| Other | | | Address | | |
| From | То | Did you graduate? | YES 🗌 | NO 🗌 | Degree |

| REFERENCES | | | | | |
|--|--------------|--|--|--|--|
| Please list three professional references. | | | | | |
| 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 Starting Salary | | | \$ | | Ending Salary \$ | | | |
| Responsibilities | | | · | | | | | |
| From | То | Reason for Leaving | Reason for Leaving | | | | | |
| May we contact your previous supervisor for a reference? YES NO | | | | | | | | |
| Company | | | Phone () | | | | | |
| Address | | | Supervisor | | | | | |
| Job Title | Job Title Starting | | Starting Salary | \$ | | Ending Salary \$ | | |
| Responsibilities | | | | | | | | |
| From | То | Reason for Leaving | | | | | | |
| May we contact your previous supervisor for a reference? YES NO | | | | | | | | |
| Company | | | Phone () | | | | | |
| Address | | | Supervisor | | | | | |
| Job Title | Job Title Starting Salary | | \$ | | Ending Salary \$ | | | |
| Responsibilities | | | | | | | | |
| From | То | Reason for Leaving | I | | | | | |
| May we contact your previous supervisor for a reference? YES \Box NO \Box | | | | | | | | |
| MILITARY SEF | RVICE | | | | 1 | | | |
| Branch | | | | | From | То | | |
| Rank at Discharge | | | | Type of Discharge | | | | |
| If other than hone | orable, explain | | | | | | | |

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