



Application for Employment

The Limestone Township Library is an Equal Opportunity Employer

Please complete all required fields or indicate "not applicable" (N/A)."

Personal Information

Full Name: _____ Application Date: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Primary Phone: (____) _____ Email Address: _____

Background Information

Position Applying for: _____ Date Available: _____

How were you referred to the library? Advertisement Library Website Friend Relative Other

If "Other", please specify:

Are you at least 18 years of age? Yes No If you answered NO are you at least 16 years of age? Yes No

Are you legally eligible to work in the United States? Yes No

Were you previously employed by Limestone Township Library? Yes No Dates Employed: _____

If hired, will you be able to work days? Yes No Work evenings? Yes No Work Weekends? Yes No

Education

School	Name and Address	Course of Study	Last Year Completed	Did you Graduate?	List Diploma or Degree
High	_____	_____	1 2 3 4	Yes No	_____
	_____		1 2 3 4	Yes No	
	_____		1 2 3 4	Yes No	
College	_____	_____	1 2 3 4	Yes No	_____
	_____		1 2 3 4	Yes No	
	_____		1 2 3 4	Yes No	
Graduate School	_____	_____	1 2 3 4	Yes No	_____
	_____		1 2 3 4	Yes No	
	_____		1 2 3 4	Yes No	
Other (Specify)	_____	_____	1 2 3 4	Yes No	_____
	_____		1 2 3 4	Yes No	
	_____		1 2 3 4	Yes No	

Other Qualifications

Please summarize and special job-related qualifications, training (including military, apprenticeship), computer skills, language proficiencies, and/or experience which you feel should be considered in reviewing your application:

Employment History

Are you presently employed? () Yes () No If yes, may we contact your current employer? () Yes () No

List your present or most recent employer first. A resume will not substitute for this portion of the application.

Employer 1

Employer: _____ City, State: _____
Telephone: _____ Your Title: _____
Supervisor: _____ Supervisor's title: _____
Description of duties: _____
Employed From: (M/Y): _____ To (M/Y): _____ Hours per week: _____
Reason for leaving: _____

Employer 2

Employer: _____ City, State: _____
Telephone: _____ Your Title: _____
Supervisor: _____ Supervisor's title: _____
Description of duties: _____
Employed From: (M/Y): _____ To (M/Y): _____ Hours per week: _____
Reason for leaving: _____

Employer 3

Employer: _____ City, State: _____
Telephone: _____ Your Title: _____
Supervisor: _____ Supervisor's title: _____
Description of duties: _____
Employed From: (M/Y): _____ To (M/Y): _____ Hours per week: _____
Reason for leaving: _____

Employer 4

Employer: _____ City, State: _____

Telephone: _____ Your Title: _____

Supervisor: _____ Supervisor's title: _____

Description of duties: _____

Employed From: (M/Y): _____ To (M/Y): _____ Hours per week: _____

Reason for leaving: _____

Personal and Professional References

(Not former employers or relatives)

Reference 1

Name: _____ Relationship: _____

Address: _____ Phone: _____

Reference 2

Name: _____ Relationship: _____

Address: _____ Phone: _____

Reference 3

Name: _____ Relationship: _____

Address: _____ Phone: _____

Reference 4

Name: _____ Relationship: _____

Address: _____ Phone: _____

Please read the following carefully before agreeing below:

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate Limestone Township Library in any way. I understand and agree that my employment is at-will and can be terminated by either party with or without notice at any time, for any reason or no reason. I agree to give Limestone Township Library permission to contact the employers listed above concerning my prior work experience.

Do you agree? () Yes () No

Signature: _____ Date: _____

OFFICE USE ONLY

Received _____ Phoned _____ Interviewed _____