

SCARBOROUGH PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

The Library does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability or veterans' status in employment and service to the public. The Library provides reasonable accommodations to qualified individuals with disabilities upon request.

The Library is committed to equal employment opportunity in every aspect of employment policy and practice, including selection, placement, training, and advancement of Library employees.

Name: Last _____ First _____ Middle _____

Street Address _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Telephone _____ Cell Phone _____

E-mail _____

Position applied for _____

When can you start _____ Desired Wage \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?

Yes No

Are you looking for full time employment? Yes No I'm interested in either

What days / hours are you available? _____

Are you willing to work evenings? Yes No Weekends Yes No

Have you ever been convicted of a felony? Yes No

If yes, please fully describe the circumstances: _____

Education (school name, location, and major degree)

High School _____ No. Years Attended _____

College _____ No. Years Attended _____

College _____ No. Years Attended _____

Other _____

In addition to your work history, are there are other skills, qualifications, or experience we should consider?

Please list your employment history in order, starting with most recent employer.

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Position _____

Date Ended _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities / Hours worked _____

Reason for leaving _____

~~~~~

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact? Yes  No

Responsibilities / Hours Worked \_\_\_\_\_

Reason for leaving \_\_\_\_\_

~~~~~

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Position _____

Date Ended _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities / Hours Worked _____

Reason for leaving _____

~~~~~

**Please explain why you should be considered for this position. (What experiences, skills, or qualifications have prepared you to work in a public library?)**

**Attach additional information such as a resume if available.**

**Certification**

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The Library is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment with the Library is "at will", meaning at the mutual pleasure of the Library, and the employee and may be terminated without cause at any time and for any reason not prohibited by statute. All employment will continue on that basis.

I understand that no supervisor, manager, or executive of this organization, other than the Library director, has the authority to alter the foregoing.

**I have read the job description provided and I am available to work the scheduled hours required by the position I am applying for.**

Signature \_\_\_\_\_ Date \_\_\_\_\_