

Ela Area Public Library Application for Employment

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

Personal Data

Position(s) applying for:

Name:

Date:

Address:

City:

State:

Zip Code:

Cell Phone: ()

Home Phone: ()

Email Address:

Referred by: Ad Friend Relative Agency Other

If employed, can you provide proof of authorization to work in the U.S.? Yes No

Do any of your friends or relatives work here? Yes No

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Date available for work: ____ / ____ / ____

Are you available to work: Mornings Afternoons Evenings Weekends

Education Record

EDUCATION	Name and Address of School	Years Completed	Did you graduate?	Degree or Major
HIGH SCHOOL				
COLLEGE				
GRADUATE				
TECHNICAL/ OTHER				

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Employment History

Begin with most recent employer. Attach additional sheet if needed.

Employer: _____ Dates of Employment: _____

Address: _____

Phone: () _____ Ending Salary: _____

Title/Duties: _____

Reason for Leaving: _____

Employer: _____ Dates of Employment: _____

Address: _____

Phone: () _____ Ending Salary: _____

Title/Duties: _____

Reason for Leaving: _____

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant _____ Date