

Application for Employment
 EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name (first, middle, last)

Date

Address

City

State

Zip Code

Phone ()

E-Mail

If employed, can you provide proof of authorization to work in the U.S.?

Yes

No

Position(s) applying for:

Where did you hear about the posting:

List here:

Education Record

High School

Address

Did you graduate?

Yes

No

If no, year of expected graduation _____

Undergraduate School, Trade or Technical Training

Address

Did you graduate?

Yes

No

Degree:

Graduate School

Address

Did you graduate?

Yes

No

Degree:

Computer Skills

List all computer skills you have competent knowledge in:

Employment History

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

1. Employer	Dates of Employment

Address _____	
Phone ()	Average hours per week:

Title/Duties _____	
Manager's Name _____	
Reason for Leaving _____	
May we contact your current employer for a reference if selected for a position?	
Yes	No

2. Employer	Dates of Employment

Address _____	
Phone ()	Average hours per week:

Title/Duties _____	
Manager's Name _____	
Reason for Leaving _____	

3. Employer	Dates of Employment

Address _____	
Phone ()	Average hours per week:

Title/Duties _____	
Manager's Name _____	
Reason for Leaving _____	
Have you been employed or volunteered with the Barrington Area Library before?	
Yes	No

Voluntary or Community-Based Services

Summarize any special skills that you acquired through work or voluntary services that are applicable to the job that you are applying for:

Library Work Hours		List the hours you are available to work
Monday	8:30 AM – 9:00 PM	
Tuesday	8:30 AM – 9:00 PM	
Wednesday	8:30 AM – 9:00 PM	
Thursday	8:30 AM – 9:00 PM	
Friday	8:30 AM – 9:00 PM	
Saturday	8:30 AM – 5:00 PM	
Sunday	12:30 PM – 5:00 PM	

Departments have some flexibility to work with different schedules. List any days, times or months you are unavailable to work due to other commitments (school, job, vacations, extracurricular activities, community or personal commitments, etc.):

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