

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____

Last

First

Middle

Address: _____

Street

(Apt)

City, State

Zip

Contact Information: _____

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Home Telephone

Cell

email address: _____

POSITION SOUGHT: _____

Available Start Date: _____

Available to work (please circle): days evenings weekends

Desired Pay Range: _____

Hour or Salary

Are you currently employed? _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

continued on other side

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

REFERENCES:

Name	Position	Contact Phone #	Years Acquainted

AUTHORIZATION:

I authorize investigation on all statements contained in this application. I understand the misrepresentation of information requested is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without case and without any previous notice.

Date_____

Signature_____

It is the policy of the Oswego Public Library District that no employee or applicant will be discriminated against because of race, color, religion, sex, national origin, age, marital status, or disability.