

NAPOLEON PUBLIC LIBRARY

310 W. Clinton Street • Napoleon, OH 43545 • 419-592-2531

Application for Employment

Position Desired _____
Schedule Desired: Full time or Part time _____ Temporary or Regular _____
Salary Expected: \$ _____ per _____
Date Available: _____

Please fill in the application yourself, in ink, giving complete answers to questions which apply to you. PLEASE PRINT.

Name _____
 Last First Middle
 Address _____
 Street City State Zip Code
 Telephone _____ Social Security Number _____ - _____

If you are under 18, can you furnish a work permit? _____
 Have you ever been employed here before? _____
 Are you legally eligible for employment in this country? _____
 (Proof of U.S. citizenship or immigration status will be required upon employment.)
 Are you able to meet the attendance requirements of the position? _____
 Driver's license number (if required by job) _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ Final \$	
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ Final \$	
From	To	Employer	Telephone
Job Title		Address	
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Reason for leaving		Hourly Rate/Salary Start \$ Final \$	
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary Start \$ Final \$	

Skill and Qualifications

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work at the library.

Educational Background

Name and Location	Years Completed	Did You Graduate?		Courses of Study
High School				
College		Major	Degree	
Other				

References

Name	Telephone	Years Known

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, including background check, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE

INTERVIEW COMMENTS:

Interviewer				
Date				
Interviwer				
Date				
Hired By				
Date Hired	Rate	Hours	Position	Day(s) Off
	EMPLOYMENT STATUS:	Regular	Part Time	Occasional Part Time