

# Westfield Washington Public Library

333 West Hoover Street

Westfield, IN 46074

(317) 896-9391

## APPLICATION FOR EMPLOYMENT

Today's Date \_\_\_\_\_ Position (if known) \_\_\_\_\_

Name(Print) \_\_\_\_\_

Address \_\_\_\_\_

City/Zipcode \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_Yes \_\_\_No

Are you 18 years of age or older? \_\_\_\_\_ If not, how old? \_\_\_\_\_

How soon are you available for employment? \_\_\_\_\_

Do you want \_\_\_full time or \_\_\_part-time work? How many hours would you like to work? \_\_\_\_\_

Are you interested in summer employment only? \_\_\_\_\_ Yes \_\_\_\_\_No

### Educational Background:

High School attended and city/state \_\_\_\_\_

Did you graduate? \_\_\_\_\_

College attended and city/state \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If no, how many years did you complete? \_\_\_\_\_

If yes, what is your degree? \_\_\_\_\_

### Work History: List the last 3 places of employment, addresses and reasons for leaving.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### References: List 3 personal references with addresses and telephone numbers; **NO** relatives.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ (over)

Please indicate your computer proficiency:

\_\_\_\_\_Beginning

\_\_\_\_\_Intermediate

\_\_\_\_\_Advanced

Please list any specific qualities or training \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any library experience? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of or pled guilty to a felony or misdemeanor? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what were you convicted of or what did you plead guilty to and when did that occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on the application shall be grounds for dismissal.

I also authorize agents of the Westfield Washington Public Library to investigate anything contained in this application including contacting personal references and past employers.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_