

# *Westfield Washington Public Library*

*333 West Hoover Street*

*Westfield, IN 46074*

*(317) 896-9391*

## APPLICATION FOR EMPLOYMENT AS A PAGE

Today's Date \_\_\_\_\_

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

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

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

What is your age? \_\_\_\_\_ What grade level are you in at school? \_\_\_\_\_

What is your latest grade point average? \_\_\_\_\_ How many hours would you like to work? \_\_\_\_\_

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

Are you interested in summer employment only? \_\_\_\_\_ Yes \_\_\_\_\_ No

### **Educational Background:**

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

**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:

\_\_\_\_\_Beginner

\_\_\_\_\_Intermediate

\_\_\_\_\_Advanced

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

\_\_\_\_\_

\_\_\_\_\_

Please list any extra-curricular activities that you are involved in\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_