



## ANDOVER PUBLIC LIBRARY

### Employment Application

ALL APPLICANTS MUST HAVE A HIGH SCHOOL DIPLOMA TO BE CONSIDERED FOR EMPLOYMENT			
Last Name		First	M.I.      Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Position Applied For:
Hours available for work:			
Are you a citizen of the United States?    YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company?    YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony?    YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate?    YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

SKILLS			
Integrated Library System Software:    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes what system have you used:			
Excel:	Basic <input type="checkbox"/> Advanced <input type="checkbox"/>		
Microsoft Word:	Basic <input type="checkbox"/> Advanced <input type="checkbox"/>		
Email:	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Internet:	Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>		

**PREVIOUS EMPLOYMENT**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**REFERENCES**

*Please list three professional references.*

Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

Please list any other skills that you would like for us to know in considering you for the position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

So we may know we are using the best avenues for advertising our open positions, could you please tell us where you heard about this job opening?  
\_\_\_\_\_

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge. I authorize the Andover Public Library and/or its representatives to contact all present and former employers (unless exclusion indicated above) regarding my work history. I understand this release gives the library the right, without liability, to investigate my background as it relates to my employment.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date