



EMPLOYMENT APPLICATION

UPLIFTING OUR COMMUNITY
through ENLIGHTENMENT

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?	

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	
<i>Please list three professional references.</i>	
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?

DISCLAIMER AND SIGNATURE

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