

Winchester Community Library
APPLICATION FOR EMPLOYMENT

Rev. 8/10

Please complete all applicable portions of this form as completely as possible. Use additional sheets if necessary. Thank you.

Today's Date _____ / _____ / _____

Name _____
 First Middle Last

Address _____

Phone _____

Are you eligible to work in the United States? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____ If no, state age: _____

Position Applied For _____

Days/Hours Available To Work:	Employment Desired:
No Preference/Any _____	Full-time _____
Monday _____	Part-time _____
Tuesday _____	Full OR Part-time _____
Wednesday _____	Temporary _____
Thursday _____	
Friday _____	
Saturday _____	
When are you available to begin work? _____ / _____ / _____	

Have you ever applied to / worked for the library before? Yes _____ No _____

Do you have any relatives working for the library or serving on the library's Board of Trustees?
Yes _____ No _____

If yes, state name(s) and relationship(s) _____

If hired, would you have transportation to and from work? Yes _____ No _____

Have you ever pled guilty to or been convicted of a felony? Yes _____ No _____

If yes, please give date and details: _____

Can you type? Yes _____ No _____ WPM? _____

Do you have computer experience? Yes _____ No _____

If yes, please list your specific computer skills / knowledge _____

Are you a library user? Yes _____ No _____

Please use the space below to describe yourself and your reasons for applying for a position with the library.

Include any special experience, qualifications or skills that you feel should be brought to our attention, in the case that they may make you especially qualified to work at the library.

Education/Training/Experience

High School

School Name _____
School Address _____
School City, State, Zip _____
Number of Years Completed _____
Did you graduate? _____
Degree/Diploma earned: _____

College/University

School Name _____
School Address _____
School City, State, Zip _____
Number of Years Completed _____
Did you graduate? _____
Degree/Diploma earned: _____

Other Type of School

School Name _____
School Address _____
School City, State, Zip _____
Number of Years Completed _____
Did you graduate? _____
Degree/Diploma earned: _____

Military Service

Branch _____
Rank _____
Total Years of Service _____
Skills/Duties _____
Additional Details _____

Employment History

Please list your work experience, beginning with current or most recent position held. Please fill out this section even if a resume is included with this application.

Present or most recent position:

Employer _____

Address _____

Phone _____

Position held _____ Dates: From ____/____/____ To ____/____/____

Supervisor's name and title _____

Reason for leaving _____

Responsibilities/Duties _____

Previous position:

Employer _____

Address _____

Phone _____

Position held _____ Dates: From ____/____/____ To ____/____/____

Supervisor's name and title _____

Reason for leaving _____

Responsibilities/Duties _____

Previous position:

Employer _____

Address _____

Phone _____

Position held _____ Dates: From ____/____/____ To ____/____/____

Supervisor's name and title _____

Reason for leaving _____

Responsibilities/Duties Duties _____

May we contact the employers listed above? ____ yes ____ no

References

Please provide the names of three people who are not related to you, do not live with you and have known you for at least three years.

Name _____

Address _____

Phone _____

Occupation _____ Relationship to you _____

Number of years acquainted _____

Name _____

Address _____

Phone _____

Occupation _____ Relationship to you _____

Number of years acquainted _____

Name _____

Address _____

Phone _____

Occupation _____ Relationship to you _____

Number of years acquainted _____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I understand that employment at the Winchester Community Library is "at will," which means that either I or the library can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis.

I permit the library to examine my references, record of employment, education record and any other information provided. I authorize the persons I have listed on this application to disclose any information concerning my background in connection with employment consideration without giving me prior notice of such disclosure. In addition, I release the library, my former employers and all other persons or entities from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelations.

Applicant's signature _____

Date ____/____/____