

EMPLOYMENT APPLICATION

Position you are applying for (must be 18 years or older unless otherwise noted):

Librarian (requires Master of Library Science or equivalent):

Reference Assistant (Associate's Degree or higher preferred):

Circulation Clerk (requires a high school diploma):

Shelving Page (must be 16 years of age or older):

Other (please list): _____

Please be sure to check our job listings for a complete list of qualifications.

APPLICANT INFORMATION

Name: _____
Last
First
M.I.
Date:

Street Address: _____ Apt./Unit #: _____

City, State: _____ Zip code: _____

Phone #: _____ Email: _____

Are you legally authorized to work in the United States? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

EDUCATION

	Name and address of school	Course of study	Last year completed	Did you graduate?	Diploma or degree received
High School		n/a	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
College			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Other: _____		
Graduate School			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Other: _____		
Other					

EMPLOYMENT HISTORY

List positions in order with the most recent position held first.

Please check this box if you have no employment history:

1. Employer _____
Position _____ Dates employed _____ to _____
Duties performed _____

May we contact this employer? YES NO
If no, please provide the reason: _____

2. Employer _____
Position _____ Dates employed _____ to _____
Duties performed _____

May we contact this employer? YES NO
If no, please provide the reason: _____

3. Employer _____
Position _____ Dates employed _____ to _____
Duties performed _____

May we contact this employer? YES NO
If no, please provide the reason: _____

Other relevant work skills or knowledge:

What interests you about this position?

Hours of Availability:

REFERENCES

Please list three professional references.

Name: _____ **Relationship:** _____
Company: _____ **Phone:** _____
Address: _____

Name: _____ **Relationship:** _____
Company: _____ **Phone:** _____
Address: _____

Name: _____ **Relationship:** _____
Company: _____ **Phone:** _____
Address: _____

AGREEMENT AND SIGNATURE

The Belleville Area District Library is an equal opportunity employer and does not discriminate on the basis of race, color, religion, political affiliation, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity or expression, height, weight, national origin, disability, or other classification protected under federal, state or local law. The library will make reasonable accommodations that do not pose an undue hardship for qualified individuals to perform the essential functions of their jobs.

I authorize the Belleville Area District Library to investigate all statements contained in this application, including record of any former employers, police departments, and other references or sources concerning me. I authorize all references and sources to release this information without liability for damage incurred in giving it. I waive any written notice of the release of these records that may be required by state or federal law.

I understand that the Library is an at-will employer and that, if hired, my employment status is at will, which means that either party may terminate the employment relationship, with or without cause, at any time.

I affirm the information provided on this application (and accompanying resume and notes, if any) is true and complete. I understand and agree any misrepresentation or false statement on this application shall be considered cause for the rejection of this application or, in the event I become employed, immediate discharge.

(Date)

(Signature of applicant)