



APPLICATION FOR EMPLOYMENT

Date _____

Position _____

Referred by _____

PERSONAL *Please print or type.*

Full name _____ Social Security No. _____

Current address: _____
street apt. no.

_____ city state zip

Telephone: work _____ home _____

Email address: _____

Desired salary: _____ Earliest possible start date: _____

Are you over 18? yes no If no, state your age. _____

Do you want full-time or part-time hours? full part If part time, specify days and hours. _____

Are you willing to substitute as necessary? yes no

Have you ever worked for us? yes no If yes, when? _____

Do you have any relatives who work for us? yes no

Have you ever been convicted of a crime? * yes no

If yes, please state the date, location, nature and disposition of the offense. _____

Are you authorized to work for all employers in the U.S. on a full-time basis, or only for your current employer? **

all current only

* A conviction record will not necessarily prevent employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

** Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. If you are hired, you are required by law to submit documents that verify your identification and employment authorization.

EMPLOYMENT *List in order, with your last or current employer first. Please account for any gaps in your employment.*

1 Company name _____ Telephone _____
Address _____ Employed (*month/year*)
from _____ to _____
Supervisor's name _____ Pay rate:
and title _____ start _____ finish _____
State job title and describe your work. _____
Reason for leaving _____

2 Company name _____ Telephone _____
Address _____ Employed (*month/year*)
from _____ to _____
Supervisor's name _____ Pay rate:
and title _____ start _____ finish _____
State job title and describe your work. _____
Reason for leaving _____

3 Company name _____ Telephone _____
Address _____ Employed (*month/year*)
from _____ to _____
Supervisor's name _____ Pay rate:
and title _____ start _____ finish _____
State job title and describe your work. _____
Reason for leaving _____

4 Company name _____ Telephone _____
Address _____ Employed (*month/year*)
from _____ to _____
Supervisor's name _____ Pay rate:
and title _____ start _____ finish _____
State job title and describe your work. _____
Reason for leaving _____

EMPLOYMENT *continued*

Do you have any computer experience? yes no

If yes, please list systems and applications. _____

Do you have any public service experience? yes no

If yes, please describe. _____

Are there any other experiences, skills or abilities that especially qualify you to work here? _____

EDUCATION

School	Name and location	Course of study	No. years completed	Did you graduate?	Degree or diploma
College (graduate)					
College (undergraduate)					
Business/Trade/ Tech. School					
High School					

MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? yes no

If yes, list duties, including special training relevant to the position for which you are applying. _____

REFERENCES *List three current references.*

1 Name _____ Title _____

Address _____ Telephone _____

Nature of association (supervisor, friend, etc.) _____

2 Name _____ Title _____

Address _____ Telephone _____

Nature of association (supervisor, friend, etc.) _____

3 Name _____ Title _____

Address _____ Telephone _____

Nature of association (supervisor, friend, etc.) _____

May we contact your current employer?

yes

no

PRE-EMPLOYMENT STATEMENT *Please read carefully and sign below.*

I understand and agree that:

- 1** The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentations or omissions in my application, resume, materials, or interviews can be justification for refusal or termination of employment.
- 2** Any offer of employment I may receive from Bethlehem Public Library is contingent upon my successful completion of the library's total pre-employment screening process, including receipt of satisfactory references.
- 3** I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. I hereby release them from any liability for damages arising from furnishing the requested information.
- 4** If I am employed by Bethlehem Public Library, I agree to comply with its policies, rules, regulations and procedures. I further understand that no representative of the library other than the director has authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement shall not be enforceable unless it is in writing and signed by me and the director.

Signature _____ Date _____

Bethlehem Public Library considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.