



Application for Employment

EOE

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Library.

PLEASE PRINT

Position (s) applied for _____ Date of application ____/____/____

Name _____

Address _____ City _____

Telephone (____) _____ e-mail _____ Social Security Number ____-____-____

If you are under 18, can you furnish a work permit? Yes No

Have you ever been employed here before? Yes No

Do you have any relatives that work(ed) for JV Brown or LCLS? Yes No

Do you have any library experience? Yes No

If yes, where _____

Are you legally eligible for employment in this country? Yes No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Type of employment desired Full-time Part-time Temporary Seasonal Work Study w/Local College

Have you been convicted of a felony in the last seven (7) years? Yes No

(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain _____

Driver's license number (if job-related) _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving			

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving			

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the Nature of Work Performed and Job Responsibilities	
Reason for Leaving			

Skills and Qualifications

Summarize any training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position that you are applying _____

Educational Background

Name and Locations	Years Completed	Did You Graduate?	Course of Study
High School			
College		Major Degree	
Other			

References (*business references preferred*)

Name	Telephone	Years Known/Relationship

How did you learn about this position? _____

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representative for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an **Equal Opportunity Employer**. The employer does not discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

How would you plan to accomplish the essential requirements of this job and is there anything that would prevent you from satisfactorily performing the job for which you are applying?

If yes, please explain

Signature of Applicant _____ Date _____ / _____ / _____