



HENRY COUNTY PUBLIC LIBRARY

EST. SINCE 1958

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, citizenship, political affiliation, sexual orientation, or any other protected status.

PERSONAL INFORMATION

NAME [please print] _____

Last

First

M.I.

ADDRESS _____

Street

City

State

Zip

PHONE _____ EMAIL _____

AGE [if under 18] _____

EMPLOYMENT DESIRED

POSITION APPLYING FOR _____

SALARY REQUIRED _____ DATE AVAILABLE _____

FULL TIME
PART TIME

DAY
NIGHT
WEEKEND

EDUCATION

HIGH SCHOOL DIPLOMA _____ YES _____ NO _____ If NO, years of school completed _____

NAME OF HIGH SCHOOL _____ Are you currently enrolled in school? _____

COLLEGE/VOCATIONAL DEGREE _____ YES _____ NO _____ If NO, years of college completed _____

NAME OF COLLEGE/UNIVERSITY _____ Name of degree _____

POSTGRADUATE DEGREE _____ YES _____ NO _____ Name of degree _____

NAME OF UNIVERSITY _____

ARE YOU CURRENTLY ENROLLED IN COLLEGE OR POSTGRADUATE COURSES? YES _____ NO _____

IF YOU DID NOT GRADUATE FROM HIGH SCHOOL DO YOU HAVE A GED? _____ YES _____ NO _____

EMPLOYMENT HISTORY

List below your last three [3] places of employment, most recent one first:

Dates Employed	Name of Employer	Supervisor's Name
Phone #	City	State
Position[s] Held	Reason for leaving	

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Phone #	City	State
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Dates Employed	Name of Employer	Supervisor's Name
Phone #	City	State
Position[s] Held	Reason for leaving	

Please describe any specialized education, training, or job skills including computer experience:

Please list 3 references (not relatives or friends) who can speak about your qualifications and character.

NAME Phone Number(s)

NAME Phone Number(s)

NAME Phone Number(s)

APPLICANT'S STATEMENT

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No If yes, please describe the crime-state nature of the crime(s), when and where convicted and disposition of the case: _____

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge.

Signature

Date