



# APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Legal last) (Legal first) (middle)

Address \_\_\_\_\_  
(street) (city) (state) (zip code)

Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you legally authorized to work in this country?  YES  NO Referred by \_\_\_\_\_

Previously employed by this library?  YES  NO

If yes, give dates from \_\_\_\_\_ to \_\_\_\_\_. Position \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_ Salary expected \_\_\_\_\_

Choose employment location: Marshfield Rogersville Either

If you have any relatives working for this company, list them.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

## EDUCATION (list name of school and location)

Elementary School \_\_\_\_\_ Grade completed \_\_\_\_\_

High School \_\_\_\_\_ Grade completed \_\_\_\_\_

Studies Pursued \_\_\_\_\_ Graduated \_\_\_\_\_

College \_\_\_\_\_ Year completed \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_ Date \_\_\_\_\_

Graduate School \_\_\_\_\_ Major \_\_\_\_\_

Degree \_\_\_\_\_ Date \_\_\_\_\_

Further Education Contemplated? \_\_\_\_\_

## MILITARY SERVICE

Branch of Service \_\_\_\_\_ Highest Rank Achieved \_\_\_\_\_ Served from \_\_\_\_\_ to \_\_\_\_\_

In Case of Emergency, contact:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**EMPLOYMENT HISTORY** (List last position first.)

Company \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Name and title of your immediate supervisor \_\_\_\_\_ May we contact?  YES  NO  
If YES, contact phone number: \_\_\_\_\_  
Your duties and responsibilities \_\_\_\_\_ Rate of pay \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Company \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Address \_\_\_\_\_  
Name and title of your immediate supervisor \_\_\_\_\_ May we contact?  YES  NO  
If YES, contact phone number: \_\_\_\_\_  
Your duties and responsibilities \_\_\_\_\_ Rate of pay \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

**PERSONAL REFERENCES** (Other than relatives)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Years Known \_\_\_\_\_

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Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Years Known \_\_\_\_\_

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Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Years Known \_\_\_\_\_

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Applicant may use this space for additional information.

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Your signature \_\_\_\_\_

Date \_\_\_\_\_

**INTERVIEWER'S COMMENTS**

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**OFFICE USE ONLY**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Applicant best suited for \_\_\_\_\_

Employment approved by \_\_\_\_\_ Date \_\_\_\_\_

Work commences on \_\_\_\_\_ Job classification \_\_\_\_\_

Starting salary \$ \_\_\_\_\_ Hour Week Month Year

Work status  permanent  temporary Is Withholding Form (W-4) attached?

Other \_\_\_\_\_