

APPLICATION FOR EMPLOYMENT

(WEBERMEIER LIBRARY ONLY)

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE: _____

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET CITY STATE ZIP

PHONE: _____ ARE YOU SIXTEEN YEARS OR OLDER? YES NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY
BECAUSE OF VISA OR IMMIGRATION STATUS? YES NO

IN CASE OF EMERGENCY: _____ PHONE: _____
NAME ADDRESS CITY/STATE/ZIP

EMPLOYMENT DESIRED:

POSITION: Library Director Assistant Library Director Library Clerk

AVAILABLE: Date you can start: _____

Are you employed now? YES NO

IF yes-may we inquire of your present employer? YES NO

If yes/ please give name and number: _____

EDUCATION:

Last school attended: _____

Are you still a student: YES NO If YES, last grade completed: _____

If no, did you graduate? YES NO If NO, please explain: _____

Please rate Your computer skill level: Beginner Intermediate Advanced

Studies or Skills which you believe will help you in the library position you desire:

Last Name: _____

First Name: _____

EMPLOYMENT HISTORY

PLEASE LIST YOUR EMPLOYMENT HISTORY BEGINNING WITH THE MOST RECENT

Month/Year	Name / Address of Employer	Position	Reason for Leaving
From			
To			
From			
To			
From			
To			

REFERENCES

PLEASE LIST THE NAME OF THREE PERSONS NOT RELATED TO YOU WHO HAVE KNOWN YOU FOR AT LEAST ONE YEAR

NAME	PHONE NUMBER	HOW DO YOU KNOW THEM: i.e. friend, teacher, boss, neighbor, etc.	YEARS KNOWN
1.			
2.			
3.			

COMMENTS

IF THERE IS ANYTHING YOU WISH TO TELL US WHICH HAS NOT BEEN ADDRESSED IN THE PRE-EMPLOYMENT QUESTIONNAIRE, PLEASE DO SO HERE

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE LIBRARY'S RULES AND REGULATIONS AS AUTHORIZED BY THE CITY OF MILFORD. I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE LIBRARY/CITY. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE LIBRARY/CITY. I UNDERSTAND THAT THE LIBRARY DIRECTOR AND THE LIBRARY BOARD ACT IN AN ADVISORY CAPACITY RECOMMENDING PERSONS TO BE HIRED FOR LIBRARY POSITIONS AS NEEDED. I FULLY UNDERSTAND THAT THE MILFORD CITY COUNCIL IS THE HIRING BODY FOR THE LIBRARY AND MAY REJECT RECOMMENDATION FOR HIRING IF IT SEEMS IT NECESSARY AND THAT SAID BODY SETS THE SALARY FOR ALL POSITIONS.

DATE: _____ SIGNATURE: _____

STAFF USE ONLY

INTERVIEW DATE: _____

NOTES: _____

NEATNESS: _____ ABILITIES: _____

RECOMMEND FOR HIRE: ___ YES ___ NO

POSITION: _____ RECOMMENDED SALARY: _____

INTERVIEWER SIGNATURE: _____