

Employment Application

Name: _____
Last
First
Middle Initial

Address: _____
Street
City
State / Zip Code

Phone Number: _____ Email: _____

Applying for: Full-Time _____ Part-Time: _____

Applying for: Adult Services _____ Children Services _____ Computer Lab _____ Other: _____

Are you authorized to legally work in the U.S.? Yes _____ No _____

Have you ever been convicted of a Misdemeanor or Felony? No _____ Yes _____
 If yes, please explain: _____

Have you ever been discharged or resigned as a result of a company violation?
 No _____ Yes _____ If yes, please explain: _____

Do you currently have a valid driver's license? Yes _____ No _____

Availability

Are you available to work mornings? Yes _____ No _____
 Are you available to work afternoons? Yes _____ No _____
 Are you available to work evenings until 7? Yes _____ No _____
 Are you available to work Saturdays until 2? Yes _____ No _____

Employment Application

Education

Name of Institution	Years Attended	Graduation	Degree
High School:			
College:			
Other:			

Do you have experience using technology, including but not limited to basic computer knowledge, MS Office, Copy Machines, and Email? Yes _____ No _____

References

Contact Name	Relationship	Phone Number	Email Address

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Work Experience

Dates	Employers	Job Duties
From:	Name of Employer:	Duties: Reason for Leaving:
To:		
Hours per week:	Immediate Supervisor:	
Hourly Pay / Salary:	Phone Number:	
From:	Name of Employer:	Duties: Reason for Leaving:
To:		
Hours per week:	Immediate Supervisor:	
Hourly Pay / Salary:	Phone Number:	
From:	Name of Employer:	Duties: Reason for Leaving:
To:		
Hours per week:	Immediate Supervisor:	
Hourly Pay / Salary:	Phone Number:	

Disclaimer

Plymouth Public Library may conduct a background check as a contingency of employment. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from Plymouth Public Library.

Date: _____ Applicant Signature: _____