

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our patrons and contributing to the success of the organization, its patrons, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring an accommodation to complete the application and/or interview process should contact a management representative.

Position(s) applied for		Date of application		
Print full name				
Street address		City	State	ZIP
Main phone number	Alt. phone number	Email		

Education

Describe your educational background in the table provided below.

	School name	Diploma/ degree (Yes/No)	Area of study/ major	Specialized training, skills, or extracurricular activities
High school				
College/ university				
Graduate/ professional school				
Trade school				
Other				

Employment Experience

List the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time.

Name of employer	Supervisor	May we contact?
		☐ Yes ☐ No
Street address		
Phone number	Dates employed (month/year)	
	From	To
Job title and duties	Reason for leaving	

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		☐ Yes ☐ No
Street address		
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Street address		
Phone number	Dates employed (month/year)	
	From	To
Job title and duties	Reason for leaving	

Explain any gaps in your employment history.

List any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered.

Business and Professional References

List three professional references of individuals who are *not* related to you.

Name and title	Relationship	Phone number or email

General Information

1. Have you ever worked for this library before? ☐ Yes ☐ No

If yes, provide dates and position:

2. Do you have friends and/or relatives currently working/who have previously worked for this library?

☐ Yes ☐ No

If yes, name(s) and relationship(s):

3. On what date are you available to begin work? _____

4. Days/hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

5. Are you available to work? ☐ Full time ☐ Part time ☐ Temporary

6. If hired, do you have a reliable means of transportation to and from work? ☐ Yes ☐ No

7. Are you at least 18 years old? ☐ Yes ☐ No

8. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Applicant Statement and Agreement

Read and initial each paragraph below. Ask if there is anything that you do not understand.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment without giving me prior notice of such disclosure.

_____ If hired, I understand and agree that my employment with the company is at will and that neither I nor the company is required to continue the employment relationship for any specific term. I further understand that the company or I may terminate the employment relationship at any time, with or without cause, and with or without notice.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete an I-9 Form in this regard.

_____ I understand that if I am selected for hire, it will be necessary for me to complete and provide documentation on the following: PA State Police Criminal History Record Check, PA Child Abuse History, and FBI Criminal History Background Check including fingerprinting.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed, and the remainder of this Agreement shall be enforceable.

My signature attests to the fact that I have read, understand, and agree to all of the above terms.

Signature: _____

Name (print): _____

Date: _____