

# Application for Employment

## Hales Corners Public Library - an equal opportunity employer

### Personal Information

Last name:	First name:	Middle initial:	Date:
Current address:			
City:	State:	ZIP:	
Email address:		Cell phone number:	
Home phone number:		Social Security number:	
M <input type="checkbox"/> F <input type="checkbox"/> Are you 16 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you prevented from lawfully becoming employed in this country because of visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Employment Desired

Position applying for:	Date you can start:	Wage desired:
Ever applied at this library before?	If yes, when?	What position?
Are you employed now?	If yes, may we inquire of your present employer?	Referred by:

### Education

	Name and location of school	# of years attended	Did you graduate?	Subjects studied
Elementary School				
High School				
College				
Graduate School				
Trade, business, other				

### General Information

Subjects of special study or research work:

Special skills:  
Activities (civic, athletic, etc.)

Exclude organizations, the name of which indicates the race, creed sex, age, marital status, color or nation of origin of its members.

U.S. Military or Naval service:	Rank:	Present membership in National Guard or Reserves:
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### References

Give the names of three persons not related to you, whom you worked with and whom we may contact for reference.

Name	Address	Telephone Number	Years Acquainted

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### Employment History

List below the last three employers, starting with the last one first

Date: Month/Year	Name and Address of Employer	Telephone Number	Wage	Position

Reason for leaving the above position:

Date: Month/Year	Name and Address of Employer	Telephone Number	Wage	Position

Reason for leaving the above position:

Date: Month/Year	Name and Address of Employer	Telephone Number	Wage	Position

Reason for leaving the above position:

After receiving an offer of employment, may we communicate with your present employer?     Yes     No

Which of these jobs did you like best?

What did you like most about this job?

### Emergency Contact

In case of emergency, notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Applicant Statement

“As an applicant for employment with the Hales Corners Library, I UNDERSTAND all offers of employment for new hires, transfers, or promotions are contingent upon the results of contacting references, past or present employers.”

“I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers. It is understood and agreed that any misrepresentation, false statement or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to this employer.”

“I FURTHER UNDERSTAND that no representative of the employer has the authority to enter into any agreement for employment for any specified period of time and that this employer is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by this employer.”

“I UNDERSTAND that this application will remain on file for six months for consideration. If I am interested in applying for any openings during this time period, I will need to notify the Library Director in order to be considered for the position(s).”

Signature: \_\_\_\_\_ Date: \_\_\_\_\_