



APPLICATION FOR EMPLOYMENT

Please type or print. An attached resume will not be considered as having provided the requested information.
 Incomplete application(s) will not be considered.

Today's Date: _____

PERSONAL

Name:				
Last	First	Middle	E-mail Address	
Present Street Address:				
Address	City	State	Zip	Telephone Number
Permanent (Or Mailing Address):				
Address	City	State	Zip	Daytime Telephone Number
Position Applied for: _____				
Availability: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Regular basis <input type="checkbox"/> Temporary Basis				
Employment with Grafton-Midview Public Library involves irregular shifts, nights and weekends.				
Are you able to make arrangements to accommodate irregular work hours? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If No, are you entitled to work in the U.S.A. according to the requirements of the Immigration Reform and Control Act of 1986? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Date available for work: _____				

EDUCATION

Name and Location	Major Course of Study	Total years	Diploma or Degree
High School:			
College:			
Graduate School:			
Other:			
Are you now attending school? _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		What courses are you taking? _____ _____ _____ _____	
If applying for a Page position, are you at least 16 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		_____ _____	
List other special training related to the position you are seeking, including special courses and/or certificates: _____ _____			

I learned of this position vacancy from the following source:

- Job posting in Grafton-Midview Public Library facility
- Ad in newspaper
- Online Web posting (please specify website) _____

EMPLOYMENT HISTORY

Beginning with your most recent employer, please list your last three employers.

Name of Employer _____		Date
Address _____		From _____
City-State-Zip _____		To _____
Telephone _____	Hours Worked/Week _____	Salary _____

Job Title and Description of Responsibilities and Duties:

Reason for Leaving:

May we contact this employer for Reference? _____ Yes; Supervisor's Name _____

No; Explain _____

Name of Employer _____		Date
Address _____		From _____
City-State-Zip _____		To _____
Telephone _____	Hours Worked/Week _____	Salary _____

Job Title and Description of Responsibilities and Duties:

Reason for Leaving:

May we contact this employer for Reference? _____ Yes; Supervisor's Name _____

No; Explain _____

Name of Employer _____		Date
Address _____		From _____
City-State-Zip _____		To _____
Telephone _____	Hours Worked/Week _____	Salary _____

Job Title and Description of Responsibilities and Duties:

Reason for Leaving:

May we contact this employer for Reference? _____ Yes; Supervisor's Name _____

No; Explain _____

REFERENCES

Give the name and address of three (3) references who know your experience, scholarship or ability. Under *relationship*, please specify in what capacity this person knows you.

Name	Address	Phone	Occupation	Relationship

APPLICANT’S STATEMENT:

I certify that the answers given herein are true and complete to the best of my knowledge, and understand and agree that any misrepresentation or omission on my application or related papers, or made during any oral interviews, may result in refusal of employment or shall be considered grounds for dismissal.

I authorize Grafton-Midview Public Library (its officers, agents, representatives or duly authorized employee) to investigate, without liability, all statements contained in this application and supporting materials. If separated from employment from Grafton-Midview Public Library for any reason, I authorize it to furnish any information to persons seeking my employment references and release from liability it and/or any person giving or receiving any such information.

I understand that this application is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. If employed, I will be required to furnish proof of eligibility to work in the United States I understand also that I am required to abide by all rules and regulations of Grafton-Midview Public Library. I understand that the first NINETY DAYS of regular employment represents a provisional period, during which I may be terminated without right of appeal. I have read all of the information and understand as indicated by my signature below.

Applicant Signature: _____

Date: _____