

Bellwood Public Library

Application for Employment

EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name (last, first, middle)

Date

Address

City

State

Zip Code

Home Phone ()

Message Phone ()

If employed, can you provide proof of authorization to work in the U.S.?

Yes No

Position(s) applying for:

Referred by

Ad

Friend

Relative

Agency

Other

Education Record

High School

Address

Did you graduate?

Yes

No

College/University

Address

Degrees or Diplomas

Years attended 1 2 3 4

Trade or Technical Training

Address

Degrees or Diplomas

Graduate School

Address

Degrees or Diplomas

Years Attended 1 2 3 4

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer _____ Dates of Employment _____
Address _____
Phone () _____
Title/Duties _____
Manager's Name _____
Reason for Leaving _____

2. Employer _____ Dates of Employment _____
Address _____
Phone () _____
Title/Duties _____
Manager's Name _____
Reason for Leaving _____

3. Employer _____ Dates of Employment _____
Address _____
Phone () _____
Title/Duties _____
Manager's Name _____
Reason for Leaving _____

References

Give the names, addresses and telephone numbers of two **business or academic references** other than relatives or previous employers.

1. Name

Company/School

Address

Phone ()

Years acquainted

2. Name

Company/School

Address

Phone ()

Years acquainted

Give the names, addresses and telephone numbers of **personal references** other than relatives or previous employers.

1. Name

Address

Phone ()

Years acquainted

2. Name

Address

Phone ()

Years acquainted

Personal Data

Have you been employed here before? Yes No

May we contact your current employer? Yes No

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date