

# CLAY CENTER CARNEGIE LIBRARY

Employment Application v.11.2022



APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address					Apartment/Unit #				
City			State			ZIP			
Phone			E-mail Address						
Date Available			Desired Salary						
Position Applied for									
Are you able to provide proof of your authorization to work in the United States? (ex. Social Security card or Green card)				YES <input type="checkbox"/>		NO <input type="checkbox"/>			
Have you ever worked for this Library?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, please tell when.	
Have you ever been convicted of a crime?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, please explain.	
EDUCATION									
High School					Address				
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
College					Address				
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Other					Address				
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
					Degree				
SKILLS									
Integrated Library System Software YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, what system have you used?									
Excel:		Basic <input type="checkbox"/>		Advanced <input type="checkbox"/>		Microsoft Word:		Basic <input type="checkbox"/> Advanced <input type="checkbox"/>	
Email:		Basic <input type="checkbox"/>		Advanced <input type="checkbox"/>		Internet:		Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>	
Please list any other skills or experience that you would like for us to know in considering you for the position:									
REFERENCES									
Please list three professional references.									
1. Full Name					Relationship				
Company					Phone ( )				
Address									
Email									
2. Full Name					Relationship				

Name			
Company		Phone	(      )
Address			
Email			
3. Full Name		Relationship	
Company		Phone	(      )
Address			
Email			

#### PREVIOUS EMPLOYMENT

Company				Phone	(      )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company				Phone	(      )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Company				Phone	(      )	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		

#### DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I authorize the Clay Center Carnegie Library and/or its representatives to contact all present and former employers (unless excluded above) regarding my work history and release the library from any liability in regards to investigating my background as it relates to my employment. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature				Date	
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