

## Chelsea District Library Application for Employment

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Name: \_\_\_\_\_  
(Last / First / Middle)

Address: \_\_\_\_\_  
(No. Street / City / State / Zip)

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Email Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No      Have you applied here before?  When? \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

Have you been convicted of any crimes in the past seven years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court?  If "yes" describe in full

### EDUCATION

Type	Name/Location	Course of Study	Years Attended	Degree/ Diploma
High School	_____	_____XXXXXX_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

### EMPLOYMENT RECORD (list last three employers)

Company Name/address	Kind of Work	Date: From/To	Rate of Pay	Reason for Leaving
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**U.S. MILITARY SERVICE**

Branch of Service \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

Rank and Type of Service \_\_\_\_\_

Training/Experience Received \_\_\_\_\_

**REFERENCES (Employment related- do not include relatives)**

Name/ Affiliation/Phone/E-mail

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT**

For what posted position are you applying? \_\_\_\_\_

Did you receive a job description? \_\_\_\_\_ Salary Desired \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

Are you available full-time? \_\_\_\_ If not, what hours are you available? \_\_\_\_\_

Do you have any relatives who are employed by this organization? \_\_Yes \_\_No

Please Specify : \_\_\_\_\_

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? \_\_\_\_Yes \_\_\_\_No

Is there any information we would need about your name, or use of another name, for us to be able to check your work record? \_\_Yes \_\_ No

Please Specify : \_\_\_\_\_

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the library director. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of six months; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

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

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**Library Use Only:**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

References checked by \_\_\_\_\_ Date \_\_\_\_\_

Supervisor to answer:

Recommendation to hire? Y/N

Recommended start date \_\_\_\_\_

Recommended starting salary \_\_\_\_\_

Position title \_\_\_\_\_

\_\_\_\_\_  
Supervisor signature Date

Authorization to hire \_\_\_\_\_  
Director Date