



# Application for Employment

## Personal Data

First Name	Middle Name	Last Name
Address	City	State/Zip Code
Primary Contact Number	Alternate Number	Email Address

## Employment Desired

Position Applied For	Full-time or Part-time		
Are you available to work:	Days	Evenings	Weekends

## Experience

Position Held		
Employer Contact Information		
Supervisor/Reference Contact Information		
Dates Employed –From/To	Full-time or Part-time	Salary/Hourly Rate
-		
Reason for Leaving?		
May we contact employer?	Yes	No
Responsibilities/Accomplishments at this position		

Position Held		
Employer Contact Information		
Supervisor/Reference Contact Information		
Dates Employed –From/To	Full-time or Part-time	Salary/Hourly Rate
-		
Reason for Leaving?		
May we contact employer?	Yes	No
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Position Held		
Employer Contact Information		
Supervisor/Reference Contact Information		
Dates Employed –From/To	Full-time or Part-time	Salary/Hourly Rate
-		
Reason for Leaving?		
May we contact employer?	Yes	No
Responsibilities/Accomplishments at this position		

Summarize job-related skills and qualifications acquired from employment or other experience:

Describe any job-related training, internships, skills and extracurricular activities:

List professional memberships, volunteer experience and community activities:  
You may exclude memberships which indicate race, color, religion, gender, national origin, disabilities or other protected status.



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## Education

High School Attended	Location	Graduation Status

## Colleges, Universities and Technical Schools Attended

Name and location	Degree	Date Conferred or Expected

## Language Skills

Do you know any language other than English?	Fluent	Good	Fair

## Professional References

	Reference 1 of 3	Reference 2 of 3
Name		
Primary Contact Number		
Email		
Relationship to Candidate		
Years Known		
	Reference 3 of 3	
Name		
Primary Contact Number		
Email		
Relationship to Candidate		
Years Known		



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## Additional Information

Have you ever filed an application with us before?    Yes    No  
 Have you ever been employed with us before?    Yes    No    Date \_\_\_\_\_  
 If you are hired, can you provide proof that your age is 16 or older?    Yes    No  
 How did you hear about employment with us?    BPLD Website    RAILS    Friend  
    Relative    Other

## Legal Information

Are you eligible to work in the United States?    Yes    No  
 Can you perform all the essential job function(s) of the position (s) for which you are applying, with or without reasonable accommodation?    Yes    No

## Equal Opportunity Employer

Bartlett Public Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, sexual orientation, order of protection status and genetic information all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

I certify that all the facts contained in this application are true and complete to the best of my knowledge. I understand that omission or misrepresentation of facts may be grounds for rejection of this application or for dismissal from employment if subsequently discovered.

I authorize investigation of all statements contained herein and of the references listed above to give you any and all information concerning my previous employment and any pertinent information, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing same to you.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In consideration of my employment, I agree to comply with all rules, regulations, and employment policies of the employer.

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Signature of Applicant

Date