



## Application for Employment

We are an equal opportunity employer

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

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you have a PINES library card?    Yes    No

Have you applied for a job with us before? If so, when? \_\_\_\_\_

Please list any friends/relatives working here \_\_\_\_\_

Do you speak a language other than English? \_\_\_\_\_

Level of schooling completed: High School    GED    2 yr. degree    4 yr. degree    other \_\_\_\_\_

### Employment Desired

Position applied for: \_\_\_\_\_

Pay expected: \_\_\_\_\_    Number of hours desired per week: \_\_\_\_\_

Days of the week you are available? \_\_\_\_\_

When would you be available to begin work? \_\_\_\_\_

### Skills

Please check all the boxes that apply to your current skills:

	Use daily	Use Occasionally	Have not used	Which?
<input type="radio"/> Keyboarding	_____	_____	_____	_____
<input type="radio"/> Microsoft Office	_____	_____	_____	_____
<input type="radio"/> Google's G Suite	_____	_____	_____	_____
<input type="radio"/> Gmail/Webmail	_____	_____	_____	_____
<input type="radio"/> Social media	_____	_____	_____	_____
<input type="radio"/> Mobile devices	_____	_____	_____	_____
<input type="radio"/> Ebooks	_____	_____	_____	_____
<input type="radio"/> Podcasts	_____	_____	_____	_____
<input type="radio"/> Cash/credit machine	_____	_____	_____	_____
<input type="radio"/> Customer Service	_____	_____	_____	_____
<input type="radio"/> Filing	_____	_____	_____	_____
<input type="radio"/> Photocopiers	_____	_____	_____	_____
<input type="radio"/> Scanning	_____	_____	_____	_____
<input type="radio"/> Other _____	_____	_____	_____	_____

## Employment History

1. Name of Employer: \_\_\_\_\_  
 Address/Location: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Position: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_  
 Job title and duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Rate of pay: \_\_\_\_\_ Dates worked: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_  
 Address/Location: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Position: \_\_\_\_\_  
 Name of Supervisor: \_\_\_\_\_  
 Job title and duties: \_\_\_\_\_  
 \_\_\_\_\_  
 Rate of pay: \_\_\_\_\_ Dates worked: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

3. Name of Employer: \_\_\_\_\_  
Address/Location: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Position: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Job title and duties: \_\_\_\_\_  
\_\_\_\_\_  
Rate of pay: \_\_\_\_\_ Dates worked: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

4. Name of Employer: \_\_\_\_\_  
Address/Location: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Position: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Job title and duties: \_\_\_\_\_  
\_\_\_\_\_  
Rate of pay: \_\_\_\_\_ Dates worked: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**References** Do not include family or personal friends if possible. List only references who have knowledge of your work habits and skills.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Title \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Title \_\_\_\_\_
3. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_ Title \_\_\_\_\_

**Signature** Please read carefully and sign:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I understand that the Roddenbery Memorial Library has the right to review my previous employment and references as may be necessary in arriving at an employment decision.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Additional comments, if necessary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For employer's use only**

*Reference check 1)*

Person contacted: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

*Reference check 2)*

Person contacted: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

*Reference check 3)*

Person contacted: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_