



THE RENSSELAERVILLE LIBRARY

Employment Application

We are an Equal Opportunity Employer. It is The Rensselaerville Library's policy to make all employment decisions without regard to age, race, color, religion, national origin, sex, disability, veteran status, marital status or any protected status in accordance with local, state, or federal law.

| APPLICANT INFORMATION | | | |
|---|--|--|---|
| Last Name | | First | M.I. Date |
| Street Address | | | Apartment/Unit # |
| City | | State | ZIP |
| Phone | | E-mail Address | |
| Social Security No | | Hours Available: | <input type="checkbox"/> 10am-12 <input type="checkbox"/> 4pm-9pm <input type="checkbox"/> 9am-1pm <input type="checkbox"/> Other: _____ |
| Days Available: <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S | | Date Available | |
| Position Applied for | | | |
| Are you a citizen of the United States? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you under 18 years of age? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | If so, can you furnish a work permit? |
| Have you ever been convicted of a felony? | | YES <input type="checkbox"/> NO <input type="checkbox"/> | If yes, explain |

| EDUCATION | | | |
|-------------|----|--|--------|
| High School | | Address | |
| From | To | Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| College | | Address | |
| From | To | Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| Other | | Address | |
| From | To | Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

| REFERENCES | |
|---|----------------|
| <i>Please list three professional references.</i> | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |

| PREVIOUS EMPLOYMENT | | |
|--|----|--------------------|
| Company | | Phone () |
| Address | | Supervisor |
| Job Title | | |
| 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 | | |
| 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 | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |

| SKILLS AND QUALIFICATIONS |
|---------------------------|
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| DISCLAIMER AND SIGNATURE | | |
|---|-----------|------|
| <p>I certify that all information given by me on this application is correct, true and complete. I understand that any falsification of any information on this application may be considered sufficient cause to cancel further consideration of this application, or immediate discharge from the employer's service.</p> <p>I understand that if I am hired, I am free to end the employment relationship at any time for any reason. However, the Rensselaerville Library reserves its right to terminate the employment relationship at any time, for any lawful reason.</p> <p>I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the USA.</p> <p>I certify that I have read, fully understand and accept all the terms of the employment application.</p> | | |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Signature</td> <td style="width: 40%; text-align: right;">Date</td> </tr> </table> | Signature | Date |
| Signature | Date | |