



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-1 <input type="checkbox"/> 3pm-8pm <input type="checkbox"/> 10am-2pm <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

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	