

**Richland Community Library
EMPLOYMENT APPLICATION**

Date: _____ Position Applied for: _____

Name: _____

Home Address: _____

Phon Number: _____ Email: _____

Have you ever been previously employed by our organization? ☐ Yes

☐ No Have you previously applied for a position in our organization? ☐ Yes

☐ No Are you 18 years old or older? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No If no,

I understand that should I be employed by the Richland Community Library, that I will be required to produce at the time of hire Employment Eligibility documents in compliance with the Immigration Reform and Control Act of 1986, Form I-9 ☐ I Understand Have you ever been convicted of a crime? ☐ Yes ☐ No If yes,

Please explain (note: a conviction will not automatically hinder employment)

How did you hear about this position? _____

Education: Highest grade completed (Check the current grade if presently attending)

High School: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Post high school: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Name of High School/Colleges Location Diplomas/Degrees

Are you presently attending school? ☐ Yes ☐ No Where? _____

What is your major/area of interest? _____

Skills and Qualifications (Summarize any job-related training, skills, licenses, certificates, and/or other qualifications)

Work /Volunteer Experience (Start with most recent)

1: Employer: _____ Position held: _____

City & State: _____ Telephone Number: _____

Immediate Supervisor and title: _____

Dates employed: from _____ to _____

Salary: \$_____ ☐ Hourly ☐ Bi-Weekly ☐ Yearly

Job summary: _____

Reason for leaving: _____

2: Employer: _____ Position held: _____

City & State: _____ Telephone Number: _____

Immediate Supervisor and title: _____

Dates employed: from _____ to _____

Salary: \$_____ ☐ Hourly ☐ Bi-Weekly ☐ Yearly

Job summary: _____

Reason for leaving: _____

3: Employer: _____ Position held: _____

City & State: _____ Telephone Number: _____

Immediate Supervisor and title: _____

Dates employed: from _____ to _____

Salary: \$_____ ☐ Hourly ☐ Bi-Weekly ☐ Yearly

Job summary: _____

Reason for leaving: _____

REFERENCES List three (3) non-family references:

Name

Phone#

Years Known

Available to start on: _____

Are you able to work the number of hours specified in the job posting? ☐ Yes ☐ No

Availability*:

Mondays		Tuesdays		Wednesdays		Thursdays		Fridays		Saturdays
____ a.m.	____ p.m.	____ a.m.	- ____ p.m.	____ a.m.	- ____ p.m.	____ a.m.	- ____ p.m.	____ a.m.	- ____ p.m.	<input type="checkbox"/> I am able to work 10 a.m.-3 p.m.

**If you will need specific, extended time off (vacations, etc.) please note the dates in the Additional Comment section below.*

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

Additional Comments: (Anything you would like the hiring staff to take into consideration)

EMPLOYMENT POLICY: It is the policy of the Board of Trustees that the employment relationship between an employee and Richland Community Library is terminable at the will of either the employee or the Richland Community Library at any time, with or without cause and with or without notice.

Applicant's Statement

I verify that the information given by me in this application is true, accurate and complete. I understand that if I have given any false information on this application or if I have omitted any material facts, I may be disqualified from employment with the Richland Community Library, or if hired, I may be discharged immediately upon discovery of such false statement or omissions.

It is my understanding that the Richland Community Library will make a thorough investigation of my entire work history and may verify all data given in my application for employment or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Richland Community Library. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal. If I am offered this position and accept employment, I agree to a criminal history record check from criminal records division of the State Police. I understand that this application is not, and is not intended to be a contract of employment.

Signature: _____

Date: _____

Print Name: _____