



APPLICATION FOR EMPLOYMENT

Date _____

Name _____
(Legal last) (Legal first) (middle)

Address _____
(street) (city) (state) (zip code)

Home Phone _____ Bus. Phone _____ Email _____

Are you legally authorized to work in this country? YES NO Referred by _____

Previously employed by this library? YES NO

If yes, give dates from _____ to _____. Position _____

POSITION APPLIED FOR _____ Salary expected _____

Choose employment location: Marshfield Rogersville Either

If you have any relatives working for this company, list them.

Name: _____ Relationship: _____

EDUCATION (list name of school and location)

Elementary School _____ Grade completed _____

High School _____ Grade completed _____

Studies Pursued _____ Graduated _____

College _____ Year completed _____

Major _____ Minor _____ Degree _____ Date _____

Graduate School _____ Major _____

Degree _____ Date _____

Further Education Contemplated? _____

MILITARY SERVICE

Branch of Service _____ Highest Rank Achieved _____ Served from _____ to _____

In Case of Emergency, contact:

Name _____ Telephone _____

Address _____

EMPLOYMENT HISTORY (List last position first.)

Company _____ From _____ to _____
Address _____
Name and title of your immediate supervisor _____ May we contact? YES NO
If YES, contact phone number: _____
Your duties and responsibilities _____ Rate of pay _____
Reason for leaving _____

Company _____ From _____ to _____
Address _____
Name and title of your immediate supervisor _____ May we contact? YES NO
If YES, contact phone number: _____
Your duties and responsibilities _____ Rate of pay _____
Reason for leaving _____

Company _____ From _____ to _____
Address _____
Name and title of your immediate supervisor _____ May we contact? YES NO
If YES, contact phone number: _____
Your duties and responsibilities _____ Rate of pay _____
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Company _____ From _____ to _____
Address _____
Name and title of your immediate supervisor _____ May we contact? YES NO
If YES, contact phone number: _____
Your duties and responsibilities _____ Rate of pay _____
Reason for leaving _____

PERSONAL REFERENCES (Other than relatives)

Name _____ Telephone _____

Address _____

Years Known _____

Name _____ Telephone _____

Address _____

Years Known _____

Name _____ Telephone _____

Address _____

Years Known _____

Applicant may use this space for additional information.

Your signature _____

Date _____

INTERVIEWER'S COMMENTS

OFFICE USE ONLY

Interviewed by _____ Date _____

Applicant best suited for _____

Employment approved by _____ Date _____

Work commences on _____ Job classification _____

Starting salary \$ _____ Hour Week Month Year

Work status permanent temporary Is Withholding Form (W-4) attached?

Other _____