

PORTAGE
PUBLIC LIBRARY
Employment Application

Applicant Information

Full Name: _____ Date: _____
First, middle, last

Address: _____
Street address *City, state, zip*

Phone: _____ E-mail address: _____

Position applied for: _____ Desired wage: \$ _____ per hour

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you of legal age to work? YES NO

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Briefly state why you are interested in working at the library and indicate any other skills or qualifications that would be of special benefit to the position for which you are applying: _____

Education and Training

High School: _____ City, ST: _____

From: _____ To: _____ Did you graduate? YES NO

College: _____ City, ST: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other : _____ City, ST: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references (provide personal references if no previous work experience.)

Name: _____ Years known: _____

Company: _____ Phone: _____

Name: _____ Years known: _____

Company: _____ Phone: _____

Name: _____ Years known: _____

Company: _____ Phone: _____

Previous Employment (List Most Recent First)

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job title: _____ Starting salary: \$ _____ Ending salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job title: _____ Starting salary: \$ _____ Ending salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job title: _____ Starting salary: \$ _____ Ending salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for leaving: _____
May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____