



Application for Employment

Please answer all questions as completely as possible. The use of this application does not create a contract between you and the Madison County Public Library, does not indicate that there are positions open and does not in any way obligate you or the Madison County Public Library. The Madison County Public Library does not discriminate in employment on the basis of race, sex, age, disability, sexual orientation, religion, color, national origin, status as a Vietnam Era Veteran, status as a disabled Veteran, or because an individual is a smoker or nonsmoker, as long as such individual complies with any workplace policy concerning smoking.

PLEASE PRINT IN INK OR TYPE

Date _____

Name _____ Soc. Sec. # _____
Last First Middle

Address _____ Phone _____
Street City State Zip

Position(s) applying for _____
Full-Time _____ Part-Time _____

Salary requirement _____ Date available to begin work _____

If desiring part-time work, days & hours available

Are you legally eligible for work in the United States? Yes No (Proof of US citizenship or immigration status will be required upon employment)

If you are less than 18 years of age, please give your age _____

Do you have a valid drivers license? Yes No Have you been involved in 3 or more moving violations in the past year? Yes No

Have you been convicted of a felony within the last 7 years? Yes No (Such conviction may be relevant if job related, but does not necessarily disqualify you from employment.)

If yes, state date, place & nature of each conviction

Have you ever been known by any other name(s) which the Madison County Public Library will need to know to verify any of the information contained in this application?
Yes No If yes, give name(s) & identify the related school, employer, etc.

Have you ever been employed by this library? Yes No

If yes, which location/department? _____ Employed from _____ to _____

Does the Madison County Public Library now employ any of your relatives?

Yes No If yes, please state: Name (s) : _____

Department: _____ Relationship: _____

Employment Record

List your current or most recent employer first & indicate a continuous record of employment for the last 5 employers or from the time you left school. Please add a supplementary sheet if additional space is required.

If currently employed, may your employee be contacted for a reference? Yes No

Employer: _____

Address: _____ Phone: _____

Employed (Mo/Yr) From: _____ to: _____

Starting Salary: _____ Salary at termination _____

Name of Supervisor: _____

Job Title & Duties:

Reason for Leaving:

Employer: _____

Address: _____ Phone: _____

Employed (Mo/Yr) From: _____ to: _____

Starting Salary: _____ Salary at termination _____

Name of Supervisor: _____

Job Title & Duties:

Reason for Leaving:

Employer: _____

Address: _____ Phone: _____

Employed (Mo/Yr) From: _____ to: _____

Starting Salary: _____ Salary at termination _____

Name of Supervisor: _____

Job Title & Duties:

Reason for Leaving:

Employer: _____

Address: _____ Phone: _____

Employed (Mo/Yr) From: _____ to: _____

Starting Salary: _____ Salary at termination _____

Name of Supervisor: _____

Job Title & Duties:

Reason for Leaving:

Employer: _____

Address: _____ Phone: _____

Employed (Mo/Yr) From: _____ to: _____

Starting Salary: _____ Salary at termination _____

Name of Supervisor: _____

Job Title & Duties:

Reason for Leaving:

Education

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4
Grade School High School College Grad School

List all schools attended: high school, technical/vocational, college, business, military, etc. Use another sheet if necessary.

School:	Did you Graduate?	Certification or Degree Received	Major
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Name _____ Yes

Address _____ No

Name _____ Yes

Address _____ No

Name _____ Yes

Address _____ No

Name _____ Yes

Address _____ No

Name _____ Yes

Address _____ No

Specialized Training or Skills

List all current licenses &/or areas of certification (if not listed above):

List all equipment (office, trade or laboratory) that you operate proficiently:

List any other training, skills, aptitudes & qualifications which you feel are relevant to the type of employment you are seeking with the Library:

Read Carefully Before Signing

I certify that the information given by me in this application is true & complete. I understand & agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Madison County Public Library.

I agree that if I am employed by the Madison County Public Library my employment may be terminated at any time without liability except such wages as may have been earned at the date of such termination. I further understand & acknowledge that this is an application for employment, that no employment contract is being offered and that if I am employed such employment is for an indefinite period of time & that the Library can change wages, benefits & conditions at any time.

I understand & agree that all information furnished in this application may be verified by the Madison County Public Library. I also understand that any employment is subject to a satisfactory check of references & a Police Department background check. I hereby authorize all individuals & organizations named or referred to in this application and any law enforcement organization to give the Library all information relative to my employment, work habits, & character & hereby release such individuals, organizations, & the Library from any liability for any claim or damage which may result.

Signature _____ Date _____