

Employment Application

The Public Library of Mount Vernon & Knox County

- ✓ Please complete this application by typing or printing in ink. *INCOMPLETE OR UNSIGNED* applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ This employment application does not seek information regarding the applicant's criminal record. However, the Library reserves the right to make inquiry into the applicant's criminal record, to conduct a criminal background check and to condition any offer of employment on the information obtained from any such inquiry or background check. In evaluating an applicant's criminal record, the Library shall make an individualized assessment, utilizing the factors permitted by applicable law.

Date: _____ Position Applied for: _____

Full Time _____ Part Time _____ What hours are you available to work? _____

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

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

Have you ever worked for this company? YES NO If yes, when? _____

Education

High School: _____ Address: _____

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

College: _____ Address: _____

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

Other: _____ Address: _____

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

Additional information that could help you qualify for this position

Volunteer Work, Licenses, Certificates, Special Skills, Professional Organizations, Honors, etc.

Continued on back

References

Please list three professional references.

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:	_____	Starting Salary:\$	Ending Salary:\$
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:	_____	Starting Salary:\$	Ending Salary:\$
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:	_____	Starting Salary:\$	Ending Salary:\$
Responsibilities:	_____		
From:	_____	To:	_____
		Reason for Leaving:	_____
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or interview may result in disqualification or, if hired, may be grounds for termination at a later date. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

Signature: _____ Date: _____