



APPLICATION FOR EMPLOYMENT

Reedsburg Public Library
 370 Vine St. Reedsburg, WI 53959
 (608) 768-7323 (READ)

Please answer all questions as completely as possible.

PERSONAL INFORMATION

DATE _____

NAME _____
Last First Middle

ADDRESS _____
Street City State/Zip

MAIN PHONE NUMBER _____ CELL PHONE NUMBER _____

POSITION APPLYING FOR _____

SALARY DESIRED _____ DATE AVAILABLE TO START _____

Are you prevented from being lawfully employed in this country because of Visa or immigration status? YES _____ NO _____

Have you been known by any other name(s) which may be necessary to verify information provided in this application? YES _____ NO _____

If yes, give name(s) and identify the related employer, school, etc. _____

EDUCATION AND TRAINING

List all schools attended: high school, technical/vocational school, college, military, etc. Attach additional sheets if necessary.

NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?	CERTIFICATION OR DEGREE & DATE	MAJOR OR MINOR SUBJECTS
Name: City, State	Yes No		
Name: City, State	Yes No		
Name: City, State	Yes No		

List all office equipment and computer programs or applications that you operate proficiently.

List any training skills or qualifications relevant to the position you are seeking.

EMPLOYMENT RECORD		List your past work experience beginning with your current or most recent employer. Attach additional sheets if necessary.	
DATES EMPLOYED	NAME AND ADDRESS OF EMPLOYER	JOB TITLE & DUTIES PERFORMED	REASON FOR LEAVING
From: To:	Employer: Address: Supervisor: Phone Number:		
From: To:	Employer: Address: Supervisor: Phone Number:		
From: To:	Employer: Address: Supervisor: Phone Number:		
From: To:	Employer: Address: Supervisor: Phone Number:		

REFERENCES		Give the names of three persons whom you have known at least one year. References will be contacted if an offer of employment is made.	
NAME	ADDRESS & PHONE	BUSINESS	YEARS KNOWN

READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this application is true and complete. False information, omissions or misrepresentations of information are sufficient grounds for the rejection of this application or termination of employment if hired by the Reedsburg Public Library. This is an application for employment, not an employment contract. I agree that if employed by the Reedsburg Public Library such employment is for an indefinite period of time and the Library can change wages, benefits and conditions at any time. 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 understand and agree that the Reedsburg Public Library may verify all information furnished in this application. I also understand that any employment is subject to a satisfactory check of references and a Police Department background check. I hereby authorize all individuals and 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, and character and hereby release such individuals, organizations, and the Library from any liability for any claim or damage which may result.

Signature _____ Date _____