

Employment

Position you are applying for: _____

Date you are available to begin work: _____

Total Hours available per week: _____ Job Title: _____

Start Date Available: _____ Wage Desired: _____

Are you available for work: Full-Time Part-Time Shift Work Seasonal

Are you willing to relocate? Yes No Willing to travel? Yes No

Do you currently travel for another employer? Yes No

Hours Available per week: _____

Saturday availability : Yes No

If applicable, give sample schedule:

Day	M	Tue	W	Thu	Fri	Sat	Sun
Morning							
Afternoon							

Please describe your work style (e.g, work independently vs collaborative, team player, reliability, time management, etc.)

Education

High School:	
Address:	
Diploma/Degree:	
Years Completed:	

College:	
Address:	
Diploma/Degree:	
Years Completed:	

Grad School:	
Address:	
Diploma/Degree:	
Years Completed:	

Other Schooling:	
Address:	
Diploma/Degree:	
Years Completed:	

Please list any areas of concentration and/or extra degree(s), certificate(s), license(s), endorsement(s):

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Other skills, qualifications, training (Factory or Office Machines, Special Courses, Computer Skills, etc.):

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Employment History

List past employers beginning with current (or most recent ten years):

Employer 1:	
Address:	Phone:
Start Wage:	End Wage:
Job Title:	
Supervisor:	
Date Hired:	Date Ended:
Reason for leaving:	

May we contact this previous supervisor or employer for a reference? YES NO

Employer 2:	
Address:	Phone:
Start Wage:	End Wage:
Job Title:	
Supervisor:	
Date Hired:	Date Ended:
Reason for leaving:	

May we contact this previous supervisor or employer for a reference? YES NO

Employer 3:	
Address:	Phone:
Start Wage:	End Wage:
Job Title:	
Supervisor:	
Date Hired:	Date Ended:
Reason for leaving:	

May we contact this previous supervisor or employer for a reference? YES NO

Any self-employed companies or business you currently operate or are still employed under? Yes No

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application? Yes No

If yes, please list: _____

Explain any gaps in employment thru years:

Explain any special accomplishments or responsibilities with any employer listed above:

Additional Comments:

References

Do not include relatives.

Reference 1:	
Address:	
Phone Number:	
Email:	
Relationship to Applicant:	

Reference 2:	
Address:	
Phone Number:	
Email:	
Relationship to Applicant:	

Reference 3:	
Address:	
Phone Number:	
Email:	
Relationship to Applicant:	

Additional Comments

Please explain why you would like to be a part of The Riceville Public Library team:

I certify this application contains no misrepresentations or falsifications and the information given by me is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any misrepresentation or falsifications, my application will be rejected and I may be dismissed from service. I further authorize The Riceville Public Library and its appointed Board of Trustees to make all necessary and appropriate investigations to verify the information contained herein.

Signature of Applicant: _____ Date: _____