# GRIMES PUBLIC LIBRARY

Employment Application

It is the policy of this city to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

| **APPLICANT INFORMATION** | | | |
|---|---|---|---|
| Last Name | First | M.I. | Date |
| Street Address | | Apartment/Unit # | |
| City | State | ZIP | |
| Phone | E-mail Address | | |
| Date Available | Social Security No. | Drivers License Number | |
| Position Applied for | | | |
| How did you hear about the job? | | | |
| Would you be able to work weekends? | | | |
| What hours are you willing to work? | | | |
| Special Skills in Computing? | | | |
| Languages Spoken? | | | |
| 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 so, when? | | |
| Have you ever been convicted of a felony? YES ☐ NO ☐ | If yes, explain | | |

| **EDUCATION** | | | |
|---|---|---|---|
| High School | | Address | |
| From To | Did you graduate? YES ☐ NO ☐ | Degree | |
| College | | Address | |
| From To | Did you graduate? YES ☐ NO ☐ | Degree | |
| Other | | Address | |
| From To | Did you graduate? YES ☐ NO ☐ | Degree | |

| **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 ☐ 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 ☐ | | |

## MILITARY SERVICE

| | |
|---|---|
| Branch | From To |
| Rank at Discharge | Type of Discharge |
| If other than honorable, explain | |

## DISCLAIMER AND SIGNATURE

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by State or Federal law.

| | |
|---|---|
| Signature | Date |

CITY OF GRIMES
Grimes Public Library