

# APPLICATION FOR EMPLOYMENT

## Cranberry Public Library

**We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.**

(PLEASE PRINT)

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Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initial) \_\_\_\_\_

Address / Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s) Home \_\_\_\_\_ Work \_\_\_\_\_

E-Mail \_\_\_\_\_ Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Salary Expected \_\_\_\_\_

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If you are under the age of 18, can you provide required proof of your eligibility to work?

\_\_\_\_ yes \_\_\_\_ no

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? \_\_\_\_ yes \_\_\_\_ no

(Proof of citizenship or immigration status will be required upon employment.)

Have you ever filed an application with us before? \_\_\_\_ yes \_\_\_\_ no if yes, give date \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_ yes \_\_\_\_ no if yes, give date \_\_\_\_\_

Are you currently employed? \_\_\_\_ yes \_\_\_\_ no

Can we contact your employer without jeopardizing your position? \_\_\_\_ yes \_\_\_\_ no

On what date would you be available for work? \_\_\_\_\_

Are you available to work \_\_\_\_ full time \_\_\_\_ part time

## **EDUCATION**

School	Name And Location	Diploma / Degree	Course Of Study	Years Of Study
High School Or Preparatory				
College				
Graduate Work				
Other				

## **EMPLOYMENT EXPERIENCE** (last employer first)

**Employer #1** \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Phone # \_\_\_\_\_

Your job \_\_\_\_\_

Dates employed (Mo. / Yr.) from \_\_\_\_\_ to \_\_\_\_\_

Salary – Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employer #2** \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Phone # \_\_\_\_\_

Your job \_\_\_\_\_

Dates employed (Mo. / Yr.) from \_\_\_\_\_ to \_\_\_\_\_

Salary – Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## **REFERENCES (NON-RELATIVES)**

**Name #1** \_\_\_\_\_ Phone # \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_ Email \_\_\_\_\_

**Name #2** \_\_\_\_\_ Phone # \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_ Email \_\_\_\_\_

**Name #3** \_\_\_\_\_ Phone # \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Occupation \_\_\_\_\_ Email \_\_\_\_\_

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## **APPLICANTS STATEMENT AND AGREEMENT**

1. I hereby certify that the foregoing answers are correct to the best of my knowledge and belief. I understand that misrepresentation will be considered as just cause for rejection of this application and dismissal from employment.
2. I voluntarily give the Library the right to make a thorough investigation of my past employment, schooling, and activities, and agree to cooperate in such investigation, and release from all liability all persons, schools and organizations supplying such information.
3. If employed, I agree to conform to the rules and regulations governing employees.
4. I understand, if employed, I am required to provide documents establishing my identity and eligibility to work in the United States.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **OTHER GENERAL INFORMATION**

State any other general information you feel may be helpful to us in considering your application.  
You may use the back side of this page if more room is necessary.

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