

Bolivar Harpers Ferry Public Library

APPLICATION FOR EMPLOYMENT

Please Print Today’s Date:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your Name: |  | |  | | | | |  |
|  | Last First Middle | | | | | | | |
| Address: |  | | | | | | | |
| City: |  | | | State: |  | Zip Code: |  | |
| Phone Number: | (   ) | Email: |  | | | | | |

Position(s) Applying For:

Are you under the age of 16 Years?  Yes  No

If Yes, will you provide the library with a work permit?  Yes  No

Are you a citizen of the United States?  Yes  No

If No, are you eligible for employment in the U.S.?  Yes  No

Are you presently employed?  Yes  No

If Yes, can we call you at your work?  Yes  No

If Yes, Phone Number (   )

Have you ever been employed with BHFPL before?  Yes  No

If Yes, give date(s)

Reason for Leaving: **Error! Bookmark not defined.**

**EDUCATIONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schools | Name & Location of School | Major | Years Completed | Degree |
| High School |  |  |  |  |
| College |  |  |  |  |
| College |  |  |  |  |
| College |  |  |  |  |
| Business or Technical School |  |  |  |  |

**WORK EXPERIENCE:** Please list your work and volunteer experience beginning with your most recent experience.

If you were self-employed, give firm name. Attach additional sheets if necessary.

|  |  |
| --- | --- |
| Employer Name and Address: | Dates Employed: |
| Position Title / Duties Skills: | Reason for Leaving: |

|  |  |
| --- | --- |
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|  |  |
| --- | --- |
| Employer Name and Address: | Dates Employed: |
| Position Title / Duties Skills: | Reason for Leaving: |

|  |  |
| --- | --- |
| Employer Name and Address: | Dates Employed: |
| Position Title / Duties Skills: | Reason for Leaving: |

May we contact your current employer?  Yes  No

**REFERENCES**: List three professional references who are not relatives.

|  |  |
| --- | --- |
| Name: | Years Known: |
| Occupation: | Telephone: |

|  |  |
| --- | --- |
| Name: | Years Known: |
| Occupation: | Telephone: |

|  |  |
| --- | --- |
| Name: | Years Known: |
| Occupation: | Telephone: |

Have you been convicted of a felony or misdemeanor that has not been expunged by a court?

Yes  No

(A conviction record does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.)

If yes, please provide dates and details:

Bolivar Harpers Ferry Public Library (BHFPL) is an equal opportunity employer. BHFPL does not discriminate in employment on account of race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, ancestry, or any other protected class as defined by state and federal law.

I understand that Bolivar Harpers Ferry Public Library may verify information, and that misleading or untruthful answers are cause for rejection of this application, or dismissal if employed. I authorize the release of any information from previous employers or references. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.   
  
In the event I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

In the event I am hired by the Bolivar Harpers Ferry Public Library, I will comply with all established policies and practices.

I certify that all statements made by me on the application are true and complete to the best of my knowledge.

Signature of Applicant Date

Form 12/21