

# Topsham Public Library Employment Application Form

*PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE*

DATE: \_\_\_\_\_

<b>Name:</b> _____	
<b>Present address:</b> _____ _____	
<b>Years there:</b> _____	<b>Social Security No.</b> _____ - _____ - _____
<b>Telephone:</b> _____	<i>If under 18, please list age:</i> _____

<b>Position applied for:</b> _____ Library Aide _____
<b>Days/hours available to work:</b> All: _____ Mon: _____ Tues: _____ Wed: _____ Thurs: _____ Fri: _____ Sat: _____
How many hours can you work weekly? _____ Can you work nights? __yes __no
When are you available to start working? _____

**Education:**

TYPE OF SCHOOL:	NAME OF SCHOOL:	LOCATION:	ATTENDANCE DATES:	COMPLETED?
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

**Previous Work Experience: (Please attach a resume, if you have one)**

**Please list your work experience for the past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

**Name of employer:**

**Address:**

**Phone:**

**Name of last supervisor:**

**Employment dates:**

**Pay or salary:**

**Your last job title:**

**Reason for leaving (be specific):**

**List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.**

**May we contact this employer?**  Yes  No

<b>Name of employer:</b>
<b>Address:</b> <b>Phone:</b>
<b>Name of last supervisor:</b>

<b>Employment dates:</b>	<b>Pay or salary:</b>
--------------------------	-----------------------

<b>Your last job title:</b>
<b>Reason for leaving (be specific):</b>
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>
<b>May we contact this employer?    <input type="checkbox"/> Yes   <input type="checkbox"/> No</b>

<b>Name of employer:</b>
<b>Address:</b> <b>Phone:</b>
<b>Name of last supervisor:</b>

<b>Employment dates:</b>	<b>Pay or salary:</b>
--------------------------	-----------------------

<b>Your last job title:</b>
<b>Reason for leaving (be specific):</b>
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.**

**Information to the applicant:** As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

You will be required to: supply your birth certificate or other proof of authorization to work in the US and to sign conflict of interest and confidentiality agreement and abide by its terms. If deemed necessary, you may need a physical examination and/or a drug test. In order to maintain a safe public space for staff, volunteers and members of the public, background checks are required for all job applicants.

***I understand and agree to the information shown above:***

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_