



## Application for Employment

### Application Information

Position Applied for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ M.I.: \_\_\_\_\_

Street Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you a U.S. Veteran?  Yes (If yes, Please complete attached addendum)  No

Are you a volunteer firefighter?  Yes  No Are you currently employed?  Yes  No

Have you ever been convicted of a crime?  Yes  No If yes, explain: \_\_\_\_\_

### Availability

Part-time  Full-time Total hours available (weekly) \_\_\_\_\_

|             | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------------|--------|---------|-----------|----------|--------|----------|--------|
| Start Time: | _____  | _____   | _____     | _____    | _____  | _____    | _____  |
| End Time:   | _____  | _____   | _____     | _____    | _____  | _____    | _____  |

### Education / Skills

Did you graduate from senior high school?  Yes  No  No, currently enrolled in \_\_\_\_\_

What year did you or will you graduate? \_\_\_\_\_ What is the highest grade you completed? \_\_\_\_\_

Did you receive a high school equivalency diploma?  Yes  No Issuing authority? \_\_\_\_\_

Have you attended college?  Yes  No Are you currently enrolled in college?  Yes  No

What college? \_\_\_\_\_ What degree? \_\_\_\_\_ Degree completed? \_\_\_\_\_

Have you attended a trade or vocational school?  Yes  No Name of school? \_\_\_\_\_

What certificate / skill did you earn? \_\_\_\_\_ What other skills do you want to list? \_\_\_\_\_

Do you speak any languages in addition to English? \_\_\_\_\_

### Experience / Employment History

#### Employment History 1

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Starting Job Title: \_\_\_\_\_ Final Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No Average hours worked per week: \_\_\_\_\_

(Brentwood Public Library Does Not Discriminate Against Any Applicant Because of Race, Creed, Color, National Origin, Handicap, Sex, Age, Marital Status or Sexual Preference in Employment or Provision of Services)



**Employment History 2**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Starting Job Title: \_\_\_\_\_ Final Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? [ ] Yes [ ] No Average hours worked per week: \_\_\_\_\_

**Employment History 3**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Starting Job Title: \_\_\_\_\_ Final Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? [ ] Yes [ ] No Average hours worked per week: \_\_\_\_\_

**References**

**Reference 1**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

**Reference 2**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

**Declaration and Signature**

*I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further request and authorize any former or present employer, military records center, police, parole and probation agencies, and former schools to provide to the Brentwood Public Library any and all information including, but not limited to, information as to my character, habits, work ability and/or education. In consideration of compliance with this request, I hereby release and discharge said institutions from any claims, liabilities or damages.*

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Veterans Information**

Name (Last, First): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Branch of Military: \_\_\_\_\_

Date of service from: \_\_\_\_\_ Date of service to: \_\_\_\_\_ Active Duty? \_\_\_\_\_

Where you honorably discharged or otherwise released under honorable conditions?

Yes (Please submit a copy of separation papers (i.e. FORM DD-214 MEMBER 4 COPY)

No (Please explain below, or on separate sheet and attach to this form)

**Declaration and Signature**

*I declare, subject to the penalties of perjury, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. I further request and authorize any former or present employer, military records center, police, parole and probation agencies, and former schools to provide to the Brentwood Public Library any and all information including, but not limited to, information as to my character, habits, work ability and/or education. In consideration of compliance with this request, I hereby release and discharge said institutions from any claims, liabilities or damages.*

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_