

APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available		Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>		
REFERENCES		
<i>Please list three professional references.</i>		
Full Name	Relationship	
Company	Phone ()	
Address		
Full Name	Relationship	
Company	Phone ()	
Address		
Full Name	Relationship	
Company	Phone ()	
Address		

MILITARY SERVICE		
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE	
I certify that the information provided in this employment application is true, correct and complete. I understand that false, fraudulent or omissions of facts on this application or any other pre-employment document will result in rejection of this application or dismissal if already employed, whenever such falsification or omission is discovered. Permission is granted to the Metropolis Public Library or an investigative reporting agency hired or used by the Metropolis Public Library to verify statements made on this application or any other pre-employment document and to report on my employment and personal history, and I release all parties from all liability for any damage that may result from furnishing such information.	
Signature	Date

Interviewed by _____

DO NOT WRITE BELOW THIS LINE

Remarks				