

# PERRY PUBLIC LIBRARY

## APPLICATION FOR EMPLOYMENT

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Applicants may request reasonable accommodation in the application/interview process.

**PLEASE PRINT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_ VETERAN: ☐ Yes ☐ No Branch of Service: \_\_\_\_\_

ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? ☐ Yes ☐ No

### PERSONAL DATA

Position(s) desired: \_\_\_\_\_ Full-Time ☐ Part-Time ☐  
Substitute ☐

Date available to start: \_\_\_\_\_

Do you have any time commitments that might interfere with your employment? (e.g., subject to recall, school) Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe briefly the type of work that you are best qualified to do by reason of background, education, previous employment or training, and tell why you feel qualified for the position(s) for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATIONAL DATA

NAME OF SCHOOL OR COLLEGE	LOCATION CITY, STATE, ZIP	MAJOR SUBJECT/DEGREE	SCHOLASTIC AVERAGE	DID YOU GRADUATE?
High School:				
College Or University:				
Other Schools Attended:				
Other (Courses, Special Training, Etc.):				

### EMPLOYMENT DATA

List all previous employment in chronological order – last position or current employer first – including U.S. Military, if applicable. Attach additional pages if needed or resume if desired.

Employer:		Telephone:
Address:		Final Salary:
Dates Employed From:                      To:	Positions Held:	Supervisor:
Description of Job Duties:		
Reason for Leaving:		May we contact the above supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/>

**EMPLOYMENT DATA (cont'd)**

Employer:		Telephone:
Address:		Final Salary:
Dates Employed From:                      To:	Positions Held:	Supervisor:
Description of Job Duties:		
Reason for Leaving:		May we contact the above supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/>

Employer:		Telephone:
Address:		Final Salary:
Dates Employed From:                      To:	Positions Held:	Supervisor:
Description of Job Duties:		
Reason for Leaving:		May we contact the above supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/>

**PERSONAL REFERENCES OTHER THAN RELATIVES AND FORMER EMPLOYERS**

NAME	ADDRESS AND TELEPHONE	OCCUPATION
1.		
2.		
3.		

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Applicants for employment with the Perry Public Library are evaluated and selected on the basis of individual merit and ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, age, national origin, political affiliation, sexual orientation, disability or ancestry.

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**CERTIFICATION**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of my employment, I understand that failing to provide or omitting material information or providing false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the Perry Public Library.

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APPLICANT'S SIGNATURE

DATE

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**FOR INTERNAL USE ONLY**

ARRANGE INTERVIEW:

YES ☐ NO ☐

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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INTERVIEWER'S SIGNATURE

DATE

EMPLOYED: YES ☐ NO ☐

STARTING DATE: \_\_\_\_\_ STARTING RATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_