

Ruth Culver Community Library – Employment Application

LAST NAME	FIRST NAME	MIDDLE INITIAL
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STREET ADDRESS	CITY	STATE	ZIP
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PHONE	EMAIL
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POSITION APPLIED FOR	DATE AVAILABLE TO START WORK
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PLEASE ANSWER THE FOLLOWING QUESTIONS:

Are you a U.S. citizen or do you have an entry permit which allows you to work?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Have you ever been convicted of, or pleaded guilty or no contest to a misdemeanor or felony, or convicted in a military court martial? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please give the date & explain. _____

(A conviction will not necessarily disqualify you from employment.)

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you've applied? I have received and read the position description and understand the activities involved.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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(Do not answer unless you have received the position description.)

EDUCATION: *(circle highest level completed)* High School - 9 10 11 12 Undergrad - 1 2 3 4 5+

	Name	Course of Study	Years completed	Diploma
High School				
Undergraduate				
Graduate				
Other (Specify)				

Describe any experience, training or volunteer activities that would qualify you for a position at the Ruth Culver Community Library. Include any specialized training, skills, activities, second languages, or other qualifications.

EMPLOYMENT EXPERIENCE: Start with your most recent or present job. Include any job-related, military service or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Are you currently employed? YES NO If YES, may we contact your current employer? YES NO

EMPLOYER	SUPERVISOR NAME	PHONE
JOB TITLE	WORK PERFORMED	
DATES EMPLOYED (From/To)	REASON FOR LEAVING	

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DATES EMPLOYED (From/To)	REASON FOR LEAVING	

REFERENCES: Please do not include relatives.

Name:	Position/Title:	Phone:

I certify that answers given herein are true and correct and authorize investigation of all statements contained in this application for employment. In the event of employment, I understand that false and misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the Village of Prairie du Sac. I understand that the Village of Prairie du Sac is an "at will" employer and that I will be employed "at will" if I am hired.

Signature of Applicant

Date

Ruth Culver Community Library – Schedule Availability

LAST NAME

FIRST NAME

MIDDLE INITIAL

Please indicate the times you'd be available to work in a typical week. Be sure to note any times of year in which your schedule might be different.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 – 9:30						
9:30 – 10:00						
10:00 – 10:30						
10:30 – 11:00						
11:00 – 11:30						
11:30 – 12:00						
12:00 – 12:30						
12:30 – 1:00						
1:00 – 1:30						
1:30 – 2:00						
2:00 – 2:30						
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5:00 – 5:30						
5:30 – 6:00						
6:00 – 6:30						
6:30 – 7:00						
7:00 – 7:30						
7:30 – 8:00						

ADDITIONAL COMMENTS:

