

## Ruth Culver Community Library – Employment Application

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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

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Are you a U.S. citizen or do you have an entry permit which allows you to work?     YES     NO

Have you ever been convicted of, or pleaded guilty or no contest to a misdemeanor or felony, or convicted in a military court martial?     YES     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.     YES     NO    (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.

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**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, sexual orientation, gender identity, 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 |       |

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

|                          |                    |       |
|--------------------------|--------------------|-------|
| EMPLOYER                 | SUPERVISOR NAME    | PHONE |
| JOB TITLE                | WORK PERFORMED     |       |
| 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