

**ARCANUM PUBLIC LIBRARY
APPLICATION FOR EMPLOYMENT**

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PERSONAL INFORMATION

Name _____

Address _____

City _____ Phone no. _____

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EMPLOYMENT DESIRED

Position _____ Date you can start _____

Available to work (____ days ____ nights ____ Saturdays)

Are you presently employed now _____ If so may we contact your present employer? _____

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EDUCATION	Name & Location	Graduate?	Degree
Grammar School	_____	_____	_____

High School _____

College _____

Other _____

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EXPERIENCE

Experience which could relate to library work _____

Computer experience _____ yes _____ no
Filing experience _____ yes _____ no

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COMMUNITY ACTIVITIES (List your involvement.)

1. _____

2. _____

3. _____

continued on the other side

FORMER EMPLOYERS

Date:	Month/Year	Name	Description	Supervisor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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REFERENCE: Give the names and addresses of three character references. No relatives may be used.

1. Name _____
Address _____
Occupation _____ Telephone _____

2. Name _____
Address _____
Occupation _____ Telephone _____

3. Name _____
Address _____
Occupation _____ Telephone _____

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed affect this application unfavorably. I understand that any false or misleading statement or omission may cause for dismissal or for rejection of my candidacy. I authorize representatives of the Arcanum Public Library to verify any of the information I have submitted on this application and from sources contacted to obtain any work related information relevant to this application for employment.

DATE _____ **SIGNED** _____

