ABILENE PUBLIC LIBRARY

Employment Application



APPLICANT									
Last Name	First	M.I. Date							
Street Address		Apartment/Unit #							
City	State	ZIP							
Phone	E-mail Address								
Days Unavailable to Work									
Position Applied for									
Are you a citizen of the United States? YES \(\square\)	NO If no, are you authorized to w	ork in the U.S.? YES NO							
Have you ever worked for this company? YES \(\square\)	NO If so, when?								
Have you ever been convicted of a felony? YES \(\square\)	NO If yes, explain								
EDUCATION									
High School A	Address								
From To Did you graduate?	′ES								
College	Address								
From To Did you graduate?	′ES								
Other A	Address								
From To Did you graduate?	/ES NO Degree								
SKILLS									
Integrated Library System Software YES NO If yes, what system have you used?									
Excel: Basic Advanced Word:	Basic Advanced	Publisher: Basic Advanced							
Email: Basic Advanced Internet:	Basic Advanced	iPad: Basic Advanced							
Check any that can use proficiently: Facebook Pinterest Amazon Window 7 Windows 8 Mac Texting									
☐ Twitter ☐ Google Docs ☐ Internet Explorer ☐ Firefox ☐ Chrome ☐ Goodreads ☐ Sunflower eLibrary ☐ eReaders									
Please list any other skills or experience that you would	d like for us to know in considering	you for the position:							

	REFERENCES								
	Please list three professional refere	ences.							
	1. Full Name			Phone	()				
	Address								
	Email								
	2. Full Name			Phone	()				
	Address								
	Email								
	3. Full Name			Phone	()				
	Address								
	Email								
PREVIOUS EMPLOYMENT									
Company				Phone ()					
Address				Supervisor					
Job Title			Starting Salary	\$	Ending Salary \$				
Responsibilities									
Fro	om	То	Reason for Leaving						
May we contact your previous supervisor for a reference? YES NO									
Company					Phone ()				
Address				Supervisor					
Job Title St			Starting Salary	\$	Ending Salary \$				
Re	sponsibilities								
Fro	From To Reason for Leaving								
May we contact your previous supervisor for a reference? YES NO									
Company					Phone ()				
Address				Supervisor					
Job Title			Starting Salary	\$	Ending Salary \$				
Responsibilities									
Fro	om	То	Reason for Leaving						
Ма	May we contact your previous supervisor for a reference?			YES 🗌	NO 🗆				
DISCLAIMER AND SIGNATURE I certify that my answers are true and complete to the best of my knowledge. I authorize the Abilene Library and/or its representatives to contact all present and former employers (unless excluded above) regarding my work history and release the library from any liability in regards to investigating my background as it relates to my employment. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.									
Sig	nature					Date			