

NORTH CENTRAL REGIONAL LIBRARY

APPLICATION FOR EMPLOYMENT

NAME:		DATE:	
ADDRESS:		MAILING ADDRESS: (If Different)	
CITY:	STATE:	ZIP CODE:	
PHONE NO:	EMAIL:		
Are you over 18 yrs old? () yes () no		US Citizen or authorized to work in US? () yes () no	
Position Applying for:		Location:	Salary Requested:
Employment Desired:	Full-time () Part-time ()	Date Available:	If required, can you work overtime? () Irregular hours? ()
Have you previously worked for NCRL? Yes () No () If yes, what dates?			
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	COURSE OF STUDY/DEGREE
High School			
College			
Business/Trade School			
Graduate School			
Please list all office machines and computer programs that you are familiar with:			
Please list special interests and skills:			
Have you ever been convicted of a crime? Yes () No () If yes, please explain:			
EMPLOYMENT HISTORY			
Present/Last Employer:		Phone:	
Address:		Employment Dates:	
		From:	To:
Supervisor:	Beginning Salary:	Ending Salary:	
Your duties:		Reason for Leaving:	

EMPLOYMENT HISTORY

Previous Employer:

Phone:

Address:

Employment Dates:

From:

To:

Supervisor:

Beginning Salary:

Ending Salary:

Your duties:

Reason for Leaving:

Previous Employer:

Phone:

Address:

Employment Dates:

From:

To:

Supervisor:

Beginning Salary:

Ending Salary:

Your duties:

Reason for Leaving:

May we contact your present employer? Yes () No ()

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age, or disability. Please inform us if you need accommodation to apply or interview for a position.

This application will be in effect for one year from the date it is established. Completion of an application does not guarantee a position with the North Central Regional Library.

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. False statements on this application form shall be considered sufficient cause for dismissal.

Applicant agrees to the following conditions of employment:

- Meeting minimum age requirement of applicable laws and submitting proof of true age, if required.
- Submitting proof of citizenship, permanent residence status or employment authorization, and proof of identification (photo ID). This requirement is a result of the Department of Homeland Security.
- Meeting attendance and job performance requirements.
- All positions whether paid or volunteer that involve work with children less than 16 years of age, require a completed Application Disclosure Form.
- Conforming to other Library rules, regulations, and instructions.

I certify all statements in this application are true and correct. If any information submitted is false, it shall be cause for dismissal. I have been advised that you may cause an investigative report to be prepared on all information contained herein and I hereby consent thereto. I understand employment may be contingent upon satisfactorily meeting any of the above conditions of employment as may be required and any other pertinent information bearing upon my continued employment with the North Central Regional Library.

Signature of Applicant:

Date: