



# EAST GRANBY PUBLIC LIBRARY APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_

## Personal Information

Name \_\_\_\_\_  
*First Middle Last*

Current Address \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Position Desired

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Position \_\_\_\_\_

Are you employed now? \_\_\_\_\_

## Education

	Name/Location	Years Completed	Degree
High School	_____	_____	_____

College	_____	_____	_____
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Other	_____	_____	_____
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## Special Interests or Skills (e.g. language, art, etc.)

\_\_\_\_\_

## Former Employment (last 3 employers, starting with the most recent)

Dates	Business Name/Address	Position	Reason for Leaving
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1.	_____	_____	_____
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Brief Description of Duties	_____	_____	_____
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2.	_____	_____	_____
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Brief Description of Duties	_____	_____	_____
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3.	_____	_____	_____
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Brief Description of Duties	_____	_____	_____
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(over)

**References** *(at least two people, not related to you, whom you have known at least one year)*

Name	Address	Phone	Relationship	Years Acquainted
1.				
2.				
3.				

**Please read and sign below**

I understand that my employment with the East Granby Public Library is at-will, i.e., my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Library or myself.

I understand that my employment is contingent upon my being able to show proof of my ability to work in the United States and that I will be required to complete form (I-9) entitled "Employment Eligibility Verification" upon hire.

I certify that the answers provided above are accurate to the best of my knowledge and belief. I am aware that failure to complete this application, intentional omissions, misstatements, or falsification may result in refusal of employment or discharge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The East Granby Public Library is an equal opportunity employer.**

**DO NOT WRITE BELOW THIS LINE**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hired	Position	Start Date	Salary/Wage
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