

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	_____	_____	_____
Other	_____	_____	_____

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
1. _____	_____	_____	_____
	Brief Description of Duties _____		
2. _____	_____	_____	_____
	Brief Description of Duties _____		
3. _____	_____	_____	_____
	Brief Description of Duties _____		

(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