

**Richland Community Library
EMPLOYMENT APPLICATION**

Date: _____ Position Applied for: _____

Name: _____ Social Security # _____

Home Address: _____

Phone No: _____ Email Address _____

Are you 18 years old or older? _____ Are you a citizen of the United States? _____ If not, I understand that should I be employed by the Richland Community Library, that I will be required to produce at the time of hire Employment Eligibility documents in compliance with the Immigration Reform and Control Act of 1986, Form I-9 Have you ever been convicted of a crime? _____ Are there any felony charges pending against you? _____

Education: Circle highest grade completed (Circle current grade if presently attending):

9 10 11 12
Post high school 1 2 3 4 5 6

High-schools, Colleges, Location _____ **Diplomas/Degrees**

_____ (List additional entries on reverse side of this sheet)

Are you presently attending school? _____ If yes, where? _____

What are you studying? _____

Computer Skills (list all computer applications you are proficient in) _____

Describe Internet Searching Skills _____

List all other computer skills: _____

List Other Skills/Talents that might qualify you for this position: _____

Work /Volunteer Experience (Start with most recent)

(Date Started/
Date Left)

Employer/Supervisor Location Phone # Position Held

1 _____

Reason Left: _____

2 _____

Reason Left: _____

3 _____

Reason Left: _____

4 _____

Reason Left: _____

(List any additional entries within past five years on reverse side of this sheet)

REFERENCES List three (3) non-family references:

Name Phone No. How Long Have You Known? What is your Relation to them?

Number of hours desired per week: Minimum _____ Maximum _____

Willing to work evenings (to 7 p.m.)? Tuesday? _____ Wednesday? _____ Thursday? _____

Willing to work Saturdays? _____ Available to start on: _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? _____

EMPLOYMENT POLICY: It is the policy of the Board of Trustees that the employment relationship between an employee and Richland Community Library is terminable at the will of either the employee or the Richland Community Library at any time, with or without cause and with or without notice.

Applicant's Statement

I verify that the information given by me in this application is true, accurate and complete. I understand that if I have given any false information on this application or if I have omitted any material facts, I may be disqualified from employment with the Richland Community Library, or if hired, I may be discharged immediately upon discovery of such false statement or omissions.

It is my understanding that the Richland Community Library will make a thorough investigation of my entire work history and may verify all data given in my application for employment or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Richland Community Library. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal. If I am offered this position and accept employment, I agree to a criminal history record check from criminal records division of the State Police. I understand that this application is not, and is not intended to be a contract of employment.

Signature: _____ Date _____

Print Name: _____