

MASSANUTTEN REGIONAL LIBRARY

Application for Employment

**174 South Main Street
Harrisonburg VA 22801
Phone 540.434.4475 Fax 540.434.4382**

Position Applied For _____ Date _____

Name _____ Social Security Number _____

Address _____
Street City State Zip Code

Phone Home (____) _____ Work (____) _____

Are you legally eligible to work in the U.S.? Yes _____ No _____

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment? Yes _____ No _____
If yes, please explain.

If employed and under 16, can you furnish a work permit? Yes _____ No _____

EDUCATION: Circle the highest grade you completed. 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of last high school attended: _____

Did you graduate? Yes _____ No _____ If not, do you have a G.E.D.? Yes _____ No _____

Circle the number of years of post-high school education completed. 1 2 3 4 5 6 7

<u>College Name and Location</u>	<u>Date Graduated</u>	<u>Degree Earned</u>	<u>Major Area(s) of Study</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List special skills and qualifications here: _____

Have you ever been convicted of any offenses? (Omit juvenile and minor traffic violations. Include convictions by general court martial while in military service.) Yes _____ No _____ If yes, give date, place, charge, court and fine or sentence.

A conviction does not necessarily mean that you cannot be employed. The date and nature of the conviction is important; please give all the facts for consideration.

EXPERIENCE: Please list complete information on your three most recent jobs. You may attach a resume or a separate sheet with additional employment information if you wish.

Present Employer _____ Dates Worked: From _____ To _____

Address _____ Phone _____ #Hours/Week _____

Job Title _____ Starting Salary _____ Current Salary _____

Supervisor's Name _____ Reason for Leaving _____

Describe your duties _____

Employer _____ Dates Worked: From _____ To _____

Address _____ Phone _____ #Hours/Week _____

Job Title _____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Reason for Leaving _____

Describe your duties _____

Employer _____ Dates Worked: From _____ To _____

Address _____ Phone _____ #Hours/Week _____

Job Title _____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Reason for Leaving _____

Describe your duties _____

What date would you be available to begin work? _____

Have you ever served in the military? Yes _____ No _____

If yes: Branch _____ Date entered _____ Date discharged _____

May we conduct a background check of your qualifications, character and record of employment? Yes _____ No _____ If no, please explain.

PERSONAL REFERENCES: Please list the names and phone numbers of three references.

Name and Title _____ Phone _____

Name and Title _____ Phone _____

Name and Title _____ Phone _____

CERTIFICATION:

This statement MUST be signed.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun work. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I understand that for certain positions I may be required to successfully complete a physical examination and/or alcohol and drug test. I understand that my driving record may be checked as well as my fingerprints and police record if I am employed in a sensitive job.

Signature

Date

Optional:

Position Applied for _____

How did you learn about this position?

_____ Daily News-Record

_____ Other Newspaper _____

_____ Posted Job Announcement

_____ Library Employee

_____ Va. Employment Commission

_____ Internet Job Listing

_____ (please specify) _____