



## Employment Application

Hussey-Mayfield Memorial Public Library  
Zionsville, Indiana

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED, EXCEPT SIGNATURE

A BACKGROUND CHECK ON APPLICANTS WILL BE CONDUCTED BEFORE HIRING  
ANY FUTURE EMPLOYMENT WILL BE ON AN AT-WILL BASIS

PLEASE COMPLETE PAGES 1-5.

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email address: \_\_\_\_\_

Are you legally authorized to work in the US? Yes ☐ or No ☐

Are you 18 years old or older? Yes ☐ or No ☐

Have you ever been convicted of a crime (please exclude any expunged convictions)? Yes ☐ or No ☐

If Yes, please explain: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Salary desired \$ \_\_\_\_\_

Days/hours available to work [Be Specific]

No Preference ☐ Thurs \_\_\_\_\_  
Mon \_\_\_\_\_ Fri \_\_\_\_\_  
Tue \_\_\_\_\_ Sat \_\_\_\_\_  
Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly?  Can you work nights till 8:45 p.m.? ☐  
Can you work Saturdays from 9 a.m. to 5:15 p.m.? ☐ Can you work Sundays 12:45 to 5:15 p.m.? ☐

Employment desired ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

If hired, when can you start work? \_\_\_\_\_

### EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	CITY, STATE	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE COMPLETED
High School				
College				
Post-graduate				

**Work Experience**

Please list your work experience beginning with your most recent job held. If you were self-employed, please give that information. **Attach additional sheets if necessary.**

1.

<b>Name of Employer</b>		<b>Name of last supervisor</b>	<b>Employment Dates (MM/YY)</b>	<b>Pay or Salary</b>
<b>Address</b>			From:	Start:
<b>City, State, Zip Code</b>			To:	Final:
<b>Phone Number</b>				
		Your last job title:		

May we contact this employer? Yes ☐ or No ☐

Reason for leaving [be specific]

List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").

2.

<b>Name of employer</b>		<b>Name of last supervisor</b>	<b>Employment Dates (MM/YY)</b>	<b>Pay or Salary</b>
<b>Address</b>			From:	Start:
<b>City, State, Zip Code</b>			To:	Final:
<b>Phone Number</b>				
		Your last job title:		

May we contact this employer? Yes ☐ or No ☐

Reason for leaving [be specific]

List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").

3.

<b>Name of employer</b>		<b>Name of last supervisor</b>	<b>Employment Dates (MM/YY)</b>	<b>Pay or Salary</b>
<b>Address</b>			From:	Start:
<b>City, State, Zip Code</b>			To:	Final:
<b>Phone Number</b>				
		Your last job title:		

May we contact this employer? Yes ☐ or No ☐

<b>Reason for leaving [be specific]</b>
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<b>List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").</b>

4.

<b>Name of employer</b>		<b>Name of last supervisor</b>	<b>Employment Dates (MM/YY)</b>	<b>Pay or Salary</b>
<b>Address</b>			From:	Start:
<b>City, State, Zip Code</b>			To:	Final:
<b>Phone Number</b>				
		Your last job title:		

May we contact this employer? Yes ☐ or No ☐

<b>Reason for leaving [be specific]</b>
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<b>List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").</b>

Please explain any gaps in service

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Have you ever been terminated from any position? If so, please explain

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An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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Please list 3 references that we may contact. These references should be previous supervisors or people you worked with. Do not include relatives or personal references.

I authorize the Hussey-Mayfield Memorial Public Library to check the references listed below

Yes ☐ or No ☐

Name		Name
Position		Position
Employer		Employer
Address		Address
Telephone		Telephone
Email		Email

Name
Position
Employer
Address
Telephone
Email

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**I acknowledge that if hired, I will be an at-will employee, subject to dismissal or discipline without notice or cause, at the discretion of the employer. I also understand that this means I am free to quit my employment at any time, for any reason, without notice. I understand that no representative of the company, other than the Executive Director, has the authority to change the terms of this at-will relationship and that any such change can occur only in a written contract.**

\_\_\_\_\_ Initials

**I verify that the statements I have made in this application are true and complete. I understand that if hired, any false or incomplete statements made in this application will be grounds for immediate discharge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_