



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.

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

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

Name of employer		Name of last supervisor	Employment Dates (MM/YY)	Pay or Salary
Address			From:	Start:
City, State, Zip Code			To:	Final:
Phone Number				
		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").

4.

Name of employer		Name of last supervisor	Employment Dates (MM/YY)	Pay or Salary
Address			From:	Start:
City, State, Zip Code			To:	Final:
Phone Number				
		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").

Please explain any gaps in service

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

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.

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

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:** _____