

**Chelsea District Library
Application for Employment**

Social Security # _____ - _____ - _____

Date: _____

Name: _____
(Last / First / Middle)

Address: _____
(No. Street / City / State / Zip)

Telephone: (____) _____ - _____ Email Address: _____

Are you 18 years of age or older? ☐ Yes ☐ No Have you applied here before? _____ When? _____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Have you been convicted of any crimes in the past seven years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? _____ If "yes" describe in full

EDUCATION

Type	Name/Location	Course of Study	Years Attended	Degree/ Diploma
High School	_____	____XXX____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

EMPLOYMENT RECORD (list last three employers)

Company Name/address	Kind of Work	Date: From/To	Rate of Pay	Reason for Leaving
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

U.S. MILITARY SERVICE

Branch of Service _____

From _____ to _____

Rank and Type of Service _____

Training/Experience Received _____

REFERENCES (Employment related- do not include relatives)

Name/ Affiliation/Phone/E-mail

1. _____

2. _____

3. _____

EMPLOYMENT

For what posted position are you applying? _____

Did you receive a job description? _____ Salary Desired _____

When are you available to begin work? _____

Are you available full-time? ____ If not, what hours are you available? _____

Do you have any relatives who are employed by this organization? __Yes __No

Please Specify : _____

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

Is there any information we would need about your name, or use of another name, for us to be able to check your work record? __Yes __No

Please Specify : _____

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the library director. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of six months; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____ Date: _____

Library Use Only:

Interviewed by _____ Date _____

References checked by _____ Date _____

Supervisor to answer:

Recommendation to hire? Y/N

Recommended start date _____

Recommended starting salary _____

Position title _____

Supervisor signature Date

Authorization to hire _____
Director Date