

KUTZTOWN COMMUNITY LIBRARY
70 BIEBER ALLEY
KUTZTOWN, PA 19530
APPLICATION OF EMPLOYMENT

It is the policy of the Kutztown Community Library to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

***Note:** Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.*

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name **Middle Initial** **Last Name**

Current Address:

Street and Apt. # City State Zip Code

Permanent Address (if different from above):

Street and Apt. # City State Zip Code

Telephone: _____ E-mail: _____

If available during daytime hours, when can we call you? _____

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: ☐ **Yes** ☐ **No**

Have you ever served in the U.S. Military? ☐ **Yes** ☐ **No**

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Did you receive an honorable discharge? ☐ **Yes** ☐ **No**

Please attach a copy of your discharge, including the DD214.

A dishonorable discharge does not automatically preclude you from further consideration for this position.

Were you previously employed by the Kutztown Community Library? ☐ **Yes** ☐ **No**

If yes, when? _____

Last Name: _____ First Name: _____ Middle Initial: _____

POSITION INFORMATION

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work Saturdays? ☐ Yes ☐ No

When would you be able to start? _____

Desired salary: _____ per _____

Skills/Special Training/Certifications

Please describe any skills/training/certifications you have in the following areas:

Computer: _____

Languages Spoken (other than English): _____

Other: _____

PERSONAL REFERENCES (Not former employers or relatives)

1. Name _____ Occupation _____

Mailing address _____

Phone _____ Email _____

2. Name _____ Occupation _____

Mailing address _____

Phone _____ Email _____

3. Name _____ Occupation _____

Mailing address _____

Phone _____ Email _____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ Date _____

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY Please use blank sheet for additional employment.

Present or Most Recent Employer

Employer: _____ Phone No.: _____

Address: _____

Position: _____ Salary/Wage: _____

Duties: _____

Dates of Employment: _____ Supervisor: _____

May we contact? ☐ Yes ☐ No

Reasons for Leaving: _____

Prior Employer

Employer: _____ Phone No.: _____

Address: _____

Position: _____ Salary/Wage: _____

Duties: _____

Dates of Employment: _____ Supervisor: _____

May we contact? ☐ Yes ☐ No

Reasons for Leaving: _____

Prior Employer

Employer: _____ Phone No.: _____

Address: _____

Position: _____ Salary/Wage: _____

Duties: _____

Dates of Employment: _____ Supervisor: _____

May we contact? ☐ Yes ☐ No

Reasons for Leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____

If you did not graduate, did you receive your GED? ☐ Yes ☐ No

Special honors or awards:

Technical or Vocational School

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____

Degree or Certification: _____ Specialty: _____

Special honors or awards:

College or University

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____

Degree: _____ Major: _____

Special honors or awards:

College or University

Name and Address

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____

Degree: _____ Major: _____

Special honors or awards: