



APPLICATION FOR EMPLOYMENT

Position Applied For:

Date:

PERSONAL INFORMATION

Name:

Address:

Home Phone:

Alternate
Phone:

In Case of Emergency, Notify:

Have you read and understood the job description for the position? ☐ Yes ☐ No

The role requires regularly lifting/carrying 10–30 lbs., standing, walking, reaching, climbing, stooping, pushing, and pulling.

Do you have any physical limitations that would require special accommodation to perform the essential functions of this position? ☐ Yes ☐ No

If yes, please describe:

PERSONAL REFERENCES

Please provide two personal references, other than relatives.

Name:

Name:

Position:

Position:

Company:

Company:

Address:

Address:

Phone:

Phone:

SCHEDULE

The Library Assistant will work a set schedule, to be modified as needed.

EDUCATION

Type of School	Name of School	Location/ Year Graduated	Degree / Diploma (or years completed)
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High School

College / University

Vocational / Other

WORK EXPERIENCE

Please list your previous work experience, beginning with your most recent job. Attach additional sheets if necessary.

Employer 1

Name of Employer:

Address:

City, State, Zip:

Phone:

Employment Dates:

Position Held:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Duties Performed / Skills Used or Learned:

Employer 2

Name of Employer:

Address:

City, State, Zip:

Phone:

Employment Dates:

Position Held:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Duties Performed / Skills Used or Learned:

Employer 3

Name of Employer:

Address:

City, State, Zip:

Phone:

Employment Dates:

Position Held:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Duties Performed / Skills Used or Learned:

ADDITIONAL INFORMATION

Use the space below to highlight any additional experience, skills, knowledge, or personal attributes that make you uniquely suited to this position:

I hereby certify that the information given by me is true and correct to the best of my knowledge.

Signature:

Date:
