

If employed, why do you wish to leave your current employer? _____

May we contact your current employer as a reference? Yes ____ No ____

Describe briefly the type of work that you are best qualified to do by reason of background, education, previous employment or training and why you feel you are qualified for the position for which you are applying and why you would like to work at the Library. In particular, mention computer skills and programs with which you are familiar and proficient:

Have you ever been convicted of a felony? Yes ____ No ____

A conviction will not necessarily disqualify an applicant from employment.

EDUCATION

High School

Name: _____ Location: _____

Did you graduate? Yes ____ No ____

College/University

Name: _____ Location: _____

Did you graduate? Yes ____ No ____

Degree obtained/area of study: _____

College/University

Name: _____ Location: _____

Did you graduate? Yes ____ No ____

Degree obtained/area of study: _____

EMPLOYMENT

Please start with your most recent employment.

Employer #1: _____

Address: _____

Street

City

State/Zip

Telephone: _____ Period of employment: _____

Position(s) held: _____ Supervisor: _____

Reason for leaving: _____

Essential tasks: _____

Employer #2: _____

Address: _____

Street

City

State/Zip

Telephone: _____ Period of employment: _____

Position(s) held: _____ Supervisor: _____

Reason for leaving: _____

Essential tasks: _____

Employer #3: _____

Address: _____

Street

City

State/Zip

Telephone: _____ Period of employment: _____

Position(s) held: _____ Supervisor: _____

Reason for leaving: _____

Essential tasks: _____

REFERENCES

Please do not include relatives.

Reference #1

Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Reference #2

Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Reference #3

Name: _____

Telephone: _____

Occupation: _____

Relationship: _____

Applications for employment with the Granville Public Library are evaluated and selected on the basis of individual ability with respect to the position being filled. Applicants are selected and hired without consideration of race, color, religion, sex, sexual orientation, age, national origin, political affiliation, or disability.

CERTIFICATION

I, the undersigned, certify that all information contained in this application is true, complete, and correct to the best of my knowledge. I understand that any material omission, misrepresentation, or falsification of this information is grounds for dismissal from or refusal of employment. I hereby authorize the investigation of all statements contained in this application and give permission to contact all or any of my previous employers, references, and/or schools for information unless otherwise noted in this document. I also give my consent to contact the Bureau of Motor Vehicles for a Moving Vehicle Violation Report if such information is required to perform the duties of the position. I indemnify and hold harmless all persons either providing or receiving information, verbal or written, pursuant to this application.

X _____

Date: _____