



APPLICATION FOR EMPLOYMENT

Pine River Public Library District

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, sexual orientation, marital status, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT IN INK.** In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment?

When could you start work? _____

GENERAL

Last Name First Name Middle Name Phone Number

Present Street Address City State Zip Code

Email Address

Are you 18 years of age or older?..... Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) Yes No

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment.)

If you are hired, do you expect to be engaged in any additional business or employment outside of Pine River Public Library? Yes No

If yes, give details _____

EDUCATION

| | List Names and Addresses of Schools | Number of Years Completed | Diploma/ Degree/ Certificate |
|-------------------------|-------------------------------------|---------------------------|------------------------------|
| High School or GED | | | |
| College or University | | | |
| Subjects Studied | | | |
| College or University | | | |
| Subjects Studied | | | |
| Vocational or Technical | | | |
| Subjects Studied | | | |

SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying?

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give business or firm name and supply business references.

Note: A job offer may be contingent upon acceptable references from current and former employers.

| | | | | | |
|---|--------------|------------|-------|-------|--------------------|
| Name, Address and Telephone of Employer | Employed | | Pay | | Reason for leaving |
| | From (mo/yr) | To (mo/yr) | Start | Final | |
| | | | \$ | \$ | |
| Duties | | | | | Supervisor(s) |
| Title | | | | | |

| | | | | | |
|---|--------------|------------|-------|-------|--------------------|
| Name, Address and Telephone of Employer | Employed | | Pay | | Reason for leaving |
| | From (mo/yr) | To (mo/yr) | Start | Final | |
| | | | \$ | \$ | |
| Duties | | | | | Supervisor(s) |
| Title | | | | | |

| | | | | | |
|---|--------------|------------|-------|-------|--------------------|
| Name, Address and Telephone of Employer | Employed | | Pay | | Reason for leaving |
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| | | | \$ | \$ | |
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| | | | | | |
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| | From (mo/yr) | To (mo/yr) | Start | Final | |
| | | | \$ | \$ | |
| Duties | | | | | Supervisor(s) |
| Title | | | | | |

REFERENCES

Have you worked or attended school under any other names?Yes No

If yes, give names: _____

Are you presently employed?Yes No

If yes, may we contact your current employer? _____

Have you ever been fired from a job or asked to resign?Yes No

If yes, please explain: _____

List three employment references.

Name

Address

Phone

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination and/or background check. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____