

This application is for (choose one):

_____ **Daytime Position** _____ **Evening Position** _____ **Either Position**

Beecher Community Library Employment Application

Applicant Information

Name: _____ **Date:** _____
Last First

Address: _____
Street Address and P.O. Box

City State Zip Code

Telephone: _____ Email: _____

Are you a citizen of the United States? _____
If not, can you provide work papers? _____

Have you ever plead "guilty" or "no contest" or been convicted of a crime? _____
If yes, give dates and details _____

Education

High School: _____

Years Attended: _____ **Did you graduate?** _____

College/University: _____

Years Attended: _____ **Degree & Major(s)** _____

References:

Please provide two work references and one personal reference (other than a relative) with telephone numbers.

Name: _____ **Telephone:** _____

Relationship: _____

Name: _____ **Telephone:** _____

Relationship: _____

Name: _____ **Telephone:** _____

Relationship: _____

Previous Employment *Please begin with the most recent.*

Company: _____ **Position:** _____
Dates Employed: _____ **Circle One: Part-Time Full-Time**
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____

Company: _____ **Position:** _____
Dates Employed: _____ **Circle One: Part-Time Full-Time**
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____

Company: _____ **Position:** _____
Dates Employed: _____ **Circle One: Part-Time Full-Time**
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____

Physical Requirements

Are you able to perform light lifting? _____

Are you able to bend? _____

Are you able to sit and/or stand for long periods of time? _____

Computer Experience

Please discuss your background with computers and/or other office equipment. Please list any computer systems and software you are competent with.

I certify that the above answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, and educational history, and other related matters as may be necessary for employment decision. I hereby release employers, schools, or other persons from liability in responding to inquiries in connection with my application.

Signature of Applicant: _____ **Date:** _____