

EMPLOYMENT APPLICATION
Matawan Aberdeen Public Library

AN EQUAL OPPORTUNITY EMPLOYER
M/F/H/V

Application for Employment

Date _____

We appreciate your interest in working for the Matawan Aberdeen Public Library. As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to race, sex, sexual orientation, age, disability, or national origin. All information will be treated confidentially.

PLEASE PRINT

Name _____
 Last First Middle Social Security No.

Address _____
 Street Apartment No.

City State Zip

E-Mail Address _____

Telephone No. (____) _____ Cell Phone No. (____) _____

Are you a U.S. citizen? Yes No If naturalized, date of citizenship and country of birth _____

If no, type of Visa and expiration date _____ Alien Registration # _____

List any other names used _____

Position and salary desired _____

Date available _____

How were you referred to us? Newspaper Ad School On my own Library Employee Agency Other

Name of Referral Source _____

Have you ever been employed here before? Yes No If yes, give date _____

Have you ever been convicted of a felony? Yes No

Education and Training

	Name of School	City and State	Major Subject	Degree/Diploma and Number of Years Attended
High School				
College/ University				
College/ University				

List Awards, scholarships, honors received (include publications, inventions, technical awards, etc.) _____

List professional certifications or designations, and date received _____

Employment History

This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the last 10 years. Include periods of military service, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheet if necessary.

1	Last or Present Employer	Telephone ()
	Address	Employed (Month and Year) From
	Supervisor's Name and Title	Earnings (Salary) Start Last
	Job Title and Describe your work	Reason for Leaving (If Left)

2	Employer	Telephone ()
	Address	Employed (Month and Year) From
	Supervisor's Name and Title	Earnings (Salary) Start Last
	Job Title and Describe your work	Reason for Leaving (If Left)

3	Employer	Telephone ()
	Address	Employed (Month and Year) From
	Supervisor's Name and Title	Earnings (Salary) Start Last
	Job Title and Describe your work	Reason for Leaving (If Left)

We may contact the employers listed above at the appropriate time unless you indicate those you do not want us to contact.	Do Not Contact Employer Number(s) _____ Reason _____
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References: Professional Colleagues

Name			Employer/Position	Business Address	Business Phone No.
First	M.I.	Last			
1					
2					
3					

This application will be kept in the library's active files only until the position for which it was submitted is filled. Any supporting documents become the property of the MAPL and cannot be returned. If the applicant is not hired, the applicant must complete a new application to be considered for employment.

1. I hereby authorize the Matawan Aberdeen Public Library, either on its own or by and through an agent, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, such as background checks, and, further, authorize my present employer or any former employer or any other party, including any Government or law enforcement agency and the references I have listed, to disclose to the Matawan Aberdeen Public Library any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure, except those which would indicate age, race, creed, color, sex, sexual orientation, or national origin. In addition,

2. I hereby release the Matawan Aberdeen Public Library, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

3. I agree to abide by all rules and regulations of the Matawan Aberdeen Public Library, and I understand that false statements or consequential omissions of any kind are sufficient grounds for denying employment or for dismissal.

4. I have read and understand the above statement. This application is complete and accurate to the best of my knowledge.

Signature _____ Date _____

Revised 6/23/10