

(Please print)

Social Security No.:
NAME (first, middle, last):
STREET ADDRESS:
CITY, STATE, ZIP CODE:
HOME TELEPHONE NUMBER:
If under 18 years of age, what is your birthdate?
Were you previously employed by us? YES / NO If yes, when _____ where _____
Names of relatives working for the Library or relatives on the Library Board of Trustees (the Library does not employ close relatives of the staff or the Board):

POSITION DESIRED:
AVAILABLE TO START ON:
PAY EXPECTED:
A typical work schedule with the Library includes day-time hours, weekend hours (including Sundays) and evening hours. YES / NO (circle one) Are you available for this type of schedule?
What do you prefer: FULL-TIME / PART-TIME / TEMPORARY (circle one)

Is there any reason which would prevent or hinder you from performing the essential functions of the position for which you are applying? Yes ____ No ____
If the answer to the preceding question is yes, is there any way that the Hammond Public Library could make a reasonable accommodation which would enable you to perform the essential duties of the position? Comments: _____
Are you legally entitled to work in the United States? Yes No

**EMPLOYMENT HISTORY** (most recent job first)

EMPLOYER NAME AND LOCATION	
Supervisor's Name	Telephone Number:
Job Title:	
Major Duties or Responsibilities:	
Start Date:	Termination Date:
Starting Pay:	Ending Pay:
If part-time employment, how many hours a week did you typically work?	
Reason for leaving:	
May we contact this employer?	

EMPLOYER NAME AND LOCATION	
Supervisor's Name	Telephone Number:
Job Title:	
Major Duties or Responsibilities:	
Start Date:	Termination Date:
Starting Pay:	Ending Pay:
If part-time employment, how many hours a week did you typically work?	
Reason for leaving:	
May we contact this employer?	

**PERSONAL OR PREVIOUS EMPLOYMENT REFERENCES**

NAME	
Address:	Telephone Number:
NAME	
Address:	Telephone Number:

**EDUCATION / TRAINING**

	Name and Location of School	Course of Study	Are You Currently Attending?	Number of Years Completed?	If You Graduated, Specify the Degree or Diploma Received
High School					
College					
Graduate School					
Post-Graduate					

LIST SPECIAL TRAINING OR SKILLS: (e.g., computer, machine operation, keyboarding, public service experience)

**OTHER ACTIVITIES**

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS:

VOLUNTEER SERVICE (list organization and type of service volunteered):

READ CAREFULLY - **Prospective employees will receive consideration without discrimination because of age, ancestry, color, disability, domicile, national origin, political preference, race, religion, sex, or sexual preference.**

- Successful applicants must comply with the regulations of the Immigration Reform Act of 1986.
- An offer of employment is not a guarantee of a permanent assignment or a permanent assignment at a specific location.
- Incomplete applications will be discarded.
- Applications will be kept on file 1 year.

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application will be considered cause for dismissal. I authorize my references listed above, both employment and personal, to give any and all information concerning my previous employment and any pertinent information they have, personal or otherwise, and hereby release both the Hammond Public Library and the references listed above for all damage that may result from furnishing such information. If I am hired, I agree to abide by and conform to the Rules and Regulations of the Hammond Public Library. I understand that only the Board of Trustees for the Hammond Public Library has the authority to enter into any agreement for employment for a specific period of time and that this Application does not establish such an agreement for a specific period of time.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

---

---

CANDIDATE CONTACT:

Phone call on \_\_\_\_\_ Left Message? Yes / No

Letter dated \_\_\_\_\_

Position \_\_\_\_\_

---

---

INTERVIEW SCHEDULE:

DATE \_\_\_\_\_

TIME \_\_\_\_\_

Interviewed By:	Appli- cation sent	Interview Confirmed	Interview Report	
			Sent	Received

---

---