



P.O. Box 506  
203 North First St.  
Abbotsford WI 54405

# APPLICATION FOR EMPLOYMENT

715-223-3920  
<http://www.abbotsfordpl.org/>

## PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last
First
Middle

Address \_\_\_\_\_  
Street
City
State
Zip

Telephone No. \_\_\_\_\_ Are you 18 years or older? Yes  No

Cell Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you legally eligible to work in the United States? Yes  No  (If hired, verification will be required)

## EMPLOYMENT DESIRED

Position Applying For: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Are you available? Full-time  n/a Part-time  List day/hours that you are unavailable for work: \_\_\_\_\_

Are you employed now? Yes  No  If yes, may we inquire of your present employer? Yes  No

Have you ever applied to this Library before? Yes  No  When? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Education	Name & Location of School	No. of Years	Did you graduate?	Subjects of Special Study
High School				
College/University				
Trade/Technical				

Summarize any special skills, qualifications or subjects of special study you acquired that may be applicable to the job you are applying for:

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Please list ALL instances in which you were convicted as an ADULT for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of employment. CHECK HERE IF NONE

Date	Location	Charge	Court	Disposition of case

*NOTE:* A conviction record or pending arrest record does not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position which requires this information prior to hiring.

**EMPLOYMENT HISTORY** (List below last three employers, starting with the most current one.)

Date: Month & Year (mm/yy)	Name & Address of Employer	Salary	Job Title/Duties	Reason for Leaving
From To				
From To				
From To				

Which of these jobs did you like best and why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES** (List three persons not related to you, whom you have known at least one year.)

Name	Phone/Address	Business	Years Acquainted
1.			
2.			
3.			

Why do you want to work at the Abbotsford Public Library? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**READ CAREFULLY BEFORE SIGNING**

I certify that the information contained in this application is true and complete to be best of my knowledge. I acknowledge and agree that any false statement, misleading answer, omission, concealment, unrequested information, or failure to answer any question fully, completely, and accurately will be grounds for not hiring me or terminating my employment irrespective of when the information is discovered.

I authorize investigation and verification of all statements contained herein. I authorize the references listed above and employers to give you any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same for you.

I acknowledge that if I become employed at the Abbotsford Public Library my employment is for no definite period, and I will be employed "at will," which means that I will be free to terminate my employment at any time for any reason. Likewise, the Abbotsford Public Library is free to terminate my employment at any time for any reason except as prohibited by law.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_