

Plainfield Public Library

126 S Main St
PO Box 305
Plainfield, WI 54966
715-335-4523

Director: Bernadette Stainbrook
Email: stainbrook@plainfieldlibrary.org

Job Application

Plainfield Public Library is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the library director.

Please note, any false or misleading statement intentionally made in this application or any deception or fraud on your part or on the part of any person acting on your behalf would automatically cease the consideration of you for employment.

APPLICANT INFORMATION	
<i>Applicant Name:</i>	
<i>Address:</i>	
<i>Telephone Number:</i>	
<i>Email address:</i>	
<i>Date of application:</i>	

EMPLOYMENT POSITION	
<i>Position applying for:</i>	
<i>How did you hear about this position?</i>	
<i>What days are you available to work?</i>	
<i>What hours or shift are you available for work?</i>	
<i>On what date can you start working if you are hired?</i>	
<i>Do you have reliable transportation to and from work?</i>	

PERSONAL INFORMATION	
<i>Are you 18 years of age or older?</i>	

Are you a U.S. citizen or approved to work in the United States?	
What document can you provide as proof of citizenship or legal status?	
Do you have any condition that would require job accommodations?	
If yes, please describe accommodations required:	
<i>(Note: The Plainfield Public Library complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)</i>	
Have you ever been convicted of a criminal offense (felony or misdemeanor)? If yes, please state the nature of the crime(s), when and where convicted, and the disposition of the case:	
<i>(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position applied for, however, may be considered.)</i>	
Would you submit to a background check?	

EDUCATION AND TRAINING			
HIGH SCHOOL			
<i>Name</i>	<i>Location (City, State)</i>	<i>Number of years attended</i>	<i>Degree earned</i>
COLLEGE/UNIVERSITY			
<i>Name</i>	<i>Location (City, State)</i>	<i>Number of years attended</i>	<i>Degree earned</i>
Vocational School/Specialized Training			
<i>Name</i>	<i>Location (City, State)</i>	<i>Number of years attended</i>	<i>Degree earned</i>

PREVIOUS EMPLOYMENT	
<i>Employer Name and location (City, State):</i>	
<i>Job Title:</i>	
<i>Brief description of duties:</i>	
<i>Dates Employed:</i>	

<i>Reason for leaving:</i>	
<i>Employer Name and location (City, State):</i>	
<i>Job Title:</i>	
<i>Brief description of duties:</i>	
<i>Dates Employed:</i>	
<i>Reason for leaving:</i>	
<i>Employer Name and location (City, State):</i>	
<i>Job Title:</i>	
<i>Brief description of duties:</i>	
<i>Dates Employed:</i>	
<i>Reason for leaving:</i>	

ADDITIONAL INFORMATION	
<i>Are you fluent in any language besides English? If so, which language(s)?</i>	
<i>Do you have experience using computers (and programs such as Microsoft Word, Outlook, or other software), fax machines, copier/printers, or other common types of office equipment? Please describe your experience level:</i>	
<i>Please list your job skills and describe your qualifications that make you a good fit for this position:</i>	

AT-WILL EMPLOYMENT:

The relationship between you and the Plainfield Public Library is referred to as “employment at will”. This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Plainfield Public Library. No representative of the Plainfield Public Library has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will”, and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status.

Applicant Signature: _____

Date: _____