

PLAINFIELD PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

Position you are applying for

Your Name _____

[] Full Time [] Part Time

Date Available _____

Application Date _____

Read Carefully Before Filling Out This Application

1. Any false statement knowingly made in this application or any deception or fraud on your part or on the part of any person acting on your behalf will cause for eliminating you from consideration of or removal from employment.
2. Answer all questions as completely as possible. Additional paper may be used if there is not sufficient space to answer questions in full.
3. You are not required to furnish any information prohibited by federal, state or local law.
4. Return this application to the Plainfield Public Library, 126 South Main Street, P.O. Box 305, Plainfield, WI 54966-0305

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Home Phone # _____

Cell Phone # _____

Driver's License # _____

Are you a citizen of the U.S.? [] **Yes** [] **No** If no, please explain your status. _____

Are you at least 16 years of age? [] **Yes** [] **No** Your employment will be subject to verification that you meet state and federal minimum age requirements for the type of work you are applying for and have a valid work permit, if necessary.

Are any of your relatives or members of your family presently employed by the Winnefox Library System?

NAME RELATION DEPARTMENT

Have you ever been employed by the Library System? _____

Any other Wisconsin school district, city, county or State of WI position? _____

If so, in what capacity and during what period? _____

Reasons for leaving? _____

Have you ever been convicted of a criminal offense other than minor traffic violation? [] **Yes** [] **No** If yes, give details: _____

Give the names of three responsible persons, who are not related to you and who can recommend you as to personality, character, training and ability.

NAME	ADDRESS	TELEPHONE #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Education. Please complete even if resume attached.

School	Name of School & Location	Major/ Degree	Did you Graduate?	Presently Attending?	Credits Earned
High School					
College, University or Technical School					
College, University or Technical School					
Other					

List all previous employment for the past 10 years. Attach additional sheets if necessary. Start with your present or last job.

1.

From (Month & Year)	Title of position held:	Phone #:	Last Salary:
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To (Month & Year)	Employer (Company Name)	Full Time [<input type="checkbox"/>] Part Time [<input type="checkbox"/>]
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Hours each week:	Address:	Reason for leaving:
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Primary Duties:

2.

From (Month & Year) Title of position held: Phone #: Last Salary:

To (Month & Year) Employer (Company Name) Full Time [] Part Time []

Hours each week: Address: Reason for leaving:

Primary Duties:

3.

From (Month & Year) Title of position held: Phone #: Last Salary:

To (Month & Year) Employer (Company Name) Full Time [] Part Time []

Hours each week: Address: Reason for leaving:

Primary Duties:

May we refer to your present and previous employers? [] **Yes** [] **No** Why?

List special qualifications, certificates or technical training:

I hereby declare that the foregoing statements are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements, omissions or falsification may result in disqualification or removal from a library position.

Signature: _____ Date: _____