

Application for Employment

HIGH SCHOOL STUDENTS:
Year Graduating _____



The Library is an equal opportunity employer and provides equal access to programs, services and employment. We consider applicants for all positions without regard to race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, disability (including perceived disability, physical, mental, and/or intellectual disabilities, AIDS or HIV), sex, affectional or sexual orientation, familial status, gender identity and expression, liability for military service, nationality, or atypical hereditary cellular or blood trait, or any other legally protected status. The Library will make reasonable accommodations for the application and/or interview process to enable an applicant with a disability to apply for a job.

Applications remain active for 60 days.

2 Jean Walling Civic Center, East Brunswick, NJ 08816 • phone 732-390-6761 • fax 732-390-6869 • www.ebpl.org

PLEASE PRINT

Position(s) applied for _____ Date of application _____

Referral Source: EBTV Friend or Relative Employee Walk-in Sentinel Library Website

Other (Name of Source:) _____

Name _____

Address _____

Home phone number _____ If necessary, best time to call you at home is _____

Work phone number _____ May we call you at work? Yes No Best time _____

Alternate phone number _____ E-mail address _____

Age: 16-17 18 or over If under 18, can you furnish working papers? Yes No

Have you filed an application here before? Yes No If yes, give date _____

Are you now or have you ever been employed by the Township or The Library? Yes No

If yes, give position _____ Dates: From _____ To _____

Is a member of your immediate family currently employed by the Township or The Library? Yes No

Are you legally eligible for employment in this country? Yes No
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Are you on a layoff and subject to recall? Yes No Have you ever been bonded? Yes No

Type of employment desired: Full-Time Part-Time Days only Evenings and weekends only

Date available for work: _____ Min. hourly wage or annual salary you would consider: _____

Have you been convicted of a crime in the past 10 years, excluding disorderly persons offenses and petty disorderly offenses, which has not been annulled, expunged, or sealed by a court? Yes No

If yes, please explain (Such conviction may be relevant if job-related, but does not bar you from employment.) _____

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude any position that indicates any protected status. Explain any gaps in employment in the comments section below.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:
ADDRESS			
JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO			

EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:
ADDRESS			
JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO			

EMPLOYER	TELEPHONE ()	DATES EMPLOYED FROM TO	SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:
ADDRESS			
JOB TITLE			
IMMEDIATE SUPERVISOR AND TITLE			
REASON FOR LEAVING			
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO			

Comments (including explanation of any gaps in employment) _____

EDUCATIONAL BACKGROUND

A. List last three (3) schools attended, starting with most recent.

B. List number of years completed.

C. Indicate degree or diploma earned, if any.

D. Major and minor field of study (if applicable).

If you are a high school student, in what year will you graduate? _____

SCHOOL	YEARS COMPLETED	DEGREE/ DIPLOMA	MAJOR	MINOR

List the language(s) you know other than English, and indicate your speaking, reading and writing skill for each. _____

Additional Information: List any characteristics of yourself; special training, skills, licenses and certificates; accomplishments, publications and awards; and any other information related to the position(s) for which you are applying that you would like us to consider. Exclude information that would reveal a legally protected status.

REFERENCES

List name and telephone number of three business/work references who are not related to you. If applicable, list three school or personal references who are not related to you.

NAME	RELATION TO APPLICANT	TELEPHONE	YEARS KNOWN
		()	
		()	
		()	

I understand and agree that any false statements by me on this application will be sufficient cause for withdrawal of this application and/or separation from The Library's service if I have been employed.

I authorize library personnel to contact any prior employer, supervisor or co-worker identified on this application form and as agreed upon during any interview; release from liability The Library and its employees for making such contacts and considering all responses and taking action based upon such responses; and release any prior employer, supervisor or co-worker from liability in responding to such contacts.

Signature of Applicant _____ **Date** ____/____/____

FOR OFFICE USE ONLY:

Staff: Enter here the dates of all contacts made with the applicant; any additional information learned through this contact; and any other relevant comments.