

Date: _____

City of Freeport FREEPORT PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please complete all necessary information. This application will be kept on file for one year. Be sure to sign and date the application.

Full Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Position applying for: _____

What date would you be available for work? _____

Have you ever been employed by the City of Freeport before? Yes No

Are you legally eligible for employment in the United States? Yes No

PREVIOUS EMPLOYMENT: Begin with the most recent position.

Current or most recent employer: _____

Address: _____

Job Title: _____

Dates Employed: from _____ to _____

Supervisor: _____ Phone: _____

Description of Duties: _____

Reason for Leaving: _____

Current or most recent employer: _____

Address: _____

Job Title: _____

Dates Employed: from _____ to _____

Supervisor: _____ Phone: _____

Description of Duties: _____

Reason for Leaving: _____

Current or most recent employer: _____

Address: _____

Job Title: _____

Dates Employed: from _____ to _____

Supervisor: _____ Phone: _____

Description of Duties: _____

Reason for Leaving: _____

QUALIFICATIONS:

Describe your experience working with the public.

Describe your computer literacy skills.

Are you able to physically lift 25 pounds? ___ Yes ___ No

EDUCATION: Please include the name and location of school.

High School: _____

Did you graduate? _____

College/ University: _____

Did you graduate? _____ Degree: _____

Business/Trade: _____

Did you graduate? _____ Degree/Certification: _____

CONTINUING EDUCATION, SPECIAL TRAINING, and SKILLS:

List additional information that would be of benefit in the job for which you are applying.

REFERENCES: Give the names of three persons not related to you, whom you have known for at least one year.

Name

Address

Business

1) _____

2) _____

3) _____

I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company.

Applicant's Signature: _____ Date: _____

Freeport Public Library is an equal opportunity employer. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Return to:
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