

Thomas Ford Memorial Library
Application for Employment

Date: _____

Instructions: Please typewrite or print in ink all information on this form. False or misleading statements will be cause for rejection or for dismissal after appointment.

Position _____ Social Security # _____
applied for: _____

Name: _____ Phone # _____

Address: _____

Personal Data:

Are you in the country on a visa which would not permit you to work here? _____

What languages can you speak or write fluently? _____

Name and address of person to be notified in case of accident or emergency? _____

Have you ever been convicted of any felony? _____
If yes, please state number and kinds of convictions:

Encircle years of school successfully completed:
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Name and location of high school: _____

Subjects studied which would apply to position wanted: _____

Education _____

Name and location of College, Vocational School, or Business School	Dates Attended from to	Major Subjects	Degree
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Personal References: List at least three, but do not refer to relatives or former employers.

Name	Address	Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Employment

Please give a complete account of your full time and part time employment. Start with your present or most recent position and work back listing jobs you have held.

Name of Employer: _____	Title or position _____
Address: _____	_____
Type of business: _____	Starting salary: _____
Dates of employment: from: _____ to _____	\$_____ per _____
Reason for leaving: _____	Final salary: _____
Description of work: _____	\$_____ per _____

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