

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 applied for: _____

Name: _____ Address: _____

Phone: _____ Email: _____

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 the event of an emergency:

Have you ever been convicted of any felony? _____

If yes, please state number and kinds of convictions:

Education:

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: _____

Name and location of College	Dates Attended	Major Subjects	Degree
	To		
	To		

Personal References

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: \$_____ per _____
Dates of employment: from: _____ to _____	Final salary: \$_____ per _____
Reason for leaving: _____	_____
Description of work: _____	_____

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