

LINWOOD PUBLIC LIBRARY

301 Davis Avenue, Linwood, New Jersey 08221 609-926-7991



Employment Application

Date submitted:

Linwood Public Library is an Equal Opportunity Employer

Applicant Information

Last Name	First	Date of birth
Street Address		Apartment/Unit #
City	State	Zip
Phone	E-mail	
Social Security No.	Date Available	Desired Salary
Position Applied for		
Available to work Day shift ☐ Evening shift ☐ Saturday ☐ Sunday ☐		
Are you legally eligible to work in the U.S.? Yes ☐ No ☐ <i>Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.</i>		
Have you ever worked for the Linwood Library? Yes ☐ No ☐ If yes, when?		
Do you possess a current driver's license? Yes ☐ No ☐		
Have you ever plead guilty or been found guilty of a crime; disorderly persons offense; or a municipal ordinance involving moral turpitude? Yes ☐ No ☐ <i>Employment is conditional upon the results of the criminal background check. An answer of "yes" may disqualify you from employment depending upon the circumstances involved. If you answered "yes," please explain below.</i>		

Education

High School		
From To	Did you graduate? Yes ☐ No ☐	Degree
College		
From To	Did you graduate? Yes ☐ No ☐	Degree
Other		
From To	Did you graduate? Yes ☐ No ☐	Degree

Employment History			
Company		From	To
Address		Phone #	
Supervisor		Job title	
Responsibilities			
Reason for leaving			
May we contact? Yes ☐ No ☐			
Company		From	To
Address		Phone #	
Supervisor		Job title	
Responsibilities			
Reason for leaving			
May we contact? Yes ☐ No ☐			
Company		From	To
Address		Phone #	
Supervisor		Job title	
Responsibilities			
Reason for leaving			
May we contact? Yes ☐ No ☐			
Please explain any gaps in employment in the space below.			

Languages				
Language	Speak some	Speak fluently	Read	Write

Special Skills & Experience

State any special skills (ex. computer), experience, training, licenses, certifications, or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information

Is there any additional information about you we should consider?

References

Full Name

Relationship

Company

Phone #

Address

Full Name

Relationship

Company

Phone #

Address

Full Name

Relationship

Company

Phone #

Address

Disclaimer and Signature

As an applicant for a position with the Linwood Public Library, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true, and accurate. If hired, I understand that I may be separated from employment if the Linwood Public Library later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Linwood Public Library the right to investigate the information I have provided and talk with former employers (except where I have indicated they may not be contacted). I give the Linwood Public Library the right to secure additional job-related information about me. I release the Linwood Public Library and its representatives from all liability for seeking such information. I understand that the Linwood Public Library is an equal opportunity employer and does not discriminate in its hiring practices. I understand that the Linwood Public Library will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Linwood Public Library may terminate me at any time in accordance with its established policies and procedures. No representatives of the Linwood Public Library may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks.

Signature

Date