

# NORTH MANCHESTER PUBLIC LIBRARY

## Employment Application

260-982-4773  
405 N Market St, North Manchester, IN 46962

### APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.			Desired Salary			
Position Applied for										
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
Are you available to work evenings and Saturdays?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain							
Are you available to work days?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain							
Do you have a reliable means of transportation to work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain							
Do you have computer skills?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, provide a list							
Would this be your only job?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain							

### EDUCATION

High School				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					

### REFERENCES

Please list three professional references.

Full Name				Relationship						
Company				Phone						
Full Name				Relationship						
Company				Phone						
Full Name				Relationship						
Company				Phone						

**PREVIOUS EMPLOYMENT**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
-----------	------