

# AVON-WASHINGTON TOWNSHIP PUBLIC LIBRARY

## Application for Employment

Today's Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Are you a U.S. Citizen? YES \_\_\_\_\_ NO \_\_\_\_\_

If you are not a U.S. citizen, do you have a legal right to remain permanently and have authorization to be employed in the U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_

*As a condition of employment, successful applicants will be asked to document the preceding statements. The library participates in the Federal Government E-Verify program.*

Position Desired \_\_\_\_\_ Wage or Salary  
Expected \$ \_\_\_\_\_ / \_\_\_\_\_

Date Available \_\_\_\_\_

Area of work you prefer and any other information you think should be considered:

---

---

---

---

Are you requesting full-time or part-time work? \_\_\_\_\_

Can you work evening hours? YES NO

Can you work on Saturdays? YES NO

Can you work on Sundays? YES NO

Can you type? YES NO Words per Minute \_\_\_\_\_

## EDUCATION

	NAME	LOCATION	DEGREE
Grade School			
High School			
College			
Business/Vocational			
Other training or schools			

## EMPLOYMENT HISTORY

List all employment beginning with current employer. Attach extra sheet if necessary.

Dates of Employment	Company Name	Address	Supervisor	Reason for Leaving
<i>TO:</i> <i>FROM:</i>				
<i>TO:</i> <i>FROM:</i>				
<i>TO:</i> <i>FROM:</i>				
<i>TO:</i> <i>FROM:</i>				

May we contact your present employer?    YES \_\_\_\_\_    NO \_\_\_\_\_

Have you ever pled guilty or “no contest” to a crime or been convicted of a crime?

YES \_\_\_\_\_    NO \_\_\_\_\_

If Yes, please give date and details of each.

---



---



---



---

*Note: Answering “Yes” to this question does not constitute an automatic bar to employment. Only those crimes which are substantially related to the position you are seeking will be considered.*

**CONSUMER/LAW ENFORCEMENT REPORT AUTHORIZATION:**

I authorize the Avon-Washington Township Public Library to conduct an investigation into the facts stated in this application including a personal background check that may include an investigative consumer report or law enforcement report to which I might make a written request as to the nature and contents of such a report if obtained. In addition, I understand that the Library as a participant in the E-Verify program will verify my eligibility for employment through the Federal Government. I also understand that my employment, should I be offered a position, is contingent on the results of the personal background check and the E-Verification.

---

Signature

**REFERENCE RELEASE:**

I voluntarily give the Avon-Washington Township Public Library the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability of responsibility all persons, companies, or corporations supplying such information.

---

Signature

**PRE-EMPLOYMENT STATEMENT:**

I understand that any false statements or answers made by me on this application or any supplement thereto, or in connection with the above-mentioned investigations will be sufficient grounds for immediate discharge.

---

Signature