



# BESSEMER PUBLIC LIBRARY

## Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	Prov.	Postal Code	
Phone	E-mail Address		
Date Available		Desired Salary	
Position Applied for			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you been convicted of a felony within the last five years? If yes, please explain. A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question. YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Diploma
College/ University		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	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	
Full Name	Relationship
Company	Phone (      )
Address	

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	
<p>The Bessemer Public Library is an Equal Opportunity Employer. As an Equal Opportunity Employer, decisions to hire and promote are made to qualified persons without regard to race, religion, age, sex, national origin, disability, or any other classification as prescribed by federal, state or local law. All statements made by applicants for employment will be carefully checked for accuracy. The use of this form does not in any way indicate that there are positions open and does not obligate the Library in any way.</p> <p>I authorize the employer to contact and obtain information about me from previous employers, educational institutions and references I have provided, and any other party necessary to verify the accuracy of information I have provided in this application, a related employment resume or a personal interview.</p> <p>If hired, I agree to abide by the policies, rules, and regulations of the Bessemer Public Library. I also understand that, if hired, any employment is subject to modification or termination at any time in the sole discretion of the employer.</p> <p><b>APPLICANT'S VERIFICATION, AUTHORIZATION, AND AGREEMENT</b> Please read this statement before signing your application:</p> <p>I authorize the employer to contact and obtain information about me from previous employers, educational institutions and references I have provided, and any other party necessary to verify the accuracy of information I have provided in this application, a related employment resume or a personal interview.</p> <p>If hired, I agree to abide by the policies, rules, and regulations of the Bessemer Public Library. I also understand that, if hired, any employment is subject to modification or termination at any time in the sole discretion of the employer.</p>	
Signature	Date