



Lincoln Township Public Library

EMPLOYMENT APPLICATION

Date: _____ Position Applied for: _____

Last Name: _____ First Name: _____ M.I: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Check here if you are 18 years or older

Education: Circle highest grade complete: 9 10 11 12
post high school: 1 2 3 4 5 6

List high schools, colleges, night schools, or technical schools you've attended (list most recent first):

Name: _____ Location: _____

Concentration: _____ Diploma/Degree: _____

Name: _____ Location: _____

Concentration: _____ Diploma/Degree: _____

Name: _____ Location: _____

Concentration: _____ Diploma/Degree: _____

Name: _____ Location: _____

Concentration: _____ Diploma/Degree: _____

Are you presently attending school? _____

Please list other training, qualifications or job skills:

Previous Work Experience (list most recent/current first):

Date: _____ Employer: _____

Location: _____ Position: _____

Date: _____ Employer: _____

Location: _____ Position: _____

Date: _____ Employer: _____

Location: _____ Position: _____

Number of hours desired: _____

Willing and able to work evenings and/or Saturdays? _____

Willing and able to shelve books? _____

Date you are available for employment: _____

References:

Name: _____ Phone: _____

Address: _____ Relationship: _____

Name: _____ Phone: _____

Address: _____ Relationship: _____

Name: _____ Phone: _____

Address: _____ Relationship: _____

Have you ever been convicted of violating any law? (all convictions are to be included except minor traffic offenses) _____

If yes, please provide the following information:

Date: _____ City, State: _____

Offense: _____ Disposition: _____

Comments: _____

PLEASE READ THE FOLLOWING CAREFULLY PRIOR TO SIGNING:

1. I have read and understand the statements contained in this application and I certify that they are true.
2. I understand making any false or incomplete statements in this application or in my resume could be grounds for dismissal.
3. Previous employers who are contacted by Lincoln Township Public Library in connection with my application for employment have my authorization to respond to all inquiries to release information to Lincoln Township Public Library relating to my education, degrees and other achievements I have claimed on this application and/or in any resume I have supplied. I further authorize and acknowledge the Lincoln Township Public Library may perform a criminal background check to confirm the information on this application. I release Lincoln Township Public Library, previous employers and educational institutions of any claimed liability out of such a response and disclosure in consideration of acceptance of my application.
4. I understand that Lincoln Township Public Library is a drug-free workplace, and that any offer of employment may be conditional upon the results of a drug screen by a physician selected by Lincoln Township Public Library.
5. If I become employed by Lincoln Township Public Library I agree to comply with applicable policies, rules and regulations. I understand and agree that my employment and compensation can be terminated, with or without notice, at any time, by either the Lincoln Township Public Library or myself.
6. *Length of Time during which an employee, applicant for employment or a terminated employee may bring a lawsuit against the library:* Any claim or lawsuit resulting to my service with the Lincoln Township Public Library must be filed no more than six (6) months are the date of the employment action that is subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

Note: A photocopy of this statement shall be as valid as the original.

This application will be considered active for six months from the date filed. If you are hired, it becomes part of your official employment record.

Applicant's Signature

Today's Date

Applicant's Printed Name