



Westfield Public Library

333 West Hoover Street

Westfield, IN 46074

(317) 896-9391

APPLICATION FOR EMPLOYMENT

Today's Date _____ Position (if known) _____

Name(Print) _____

Address _____ City/Zip _____

Telephone (_____) _____ Social Security Number _____

Are you legally eligible for employment in the U.S.? Yes No

Are you 18 years of age or older? _____ If not, how old? _____ Work permit? _____

How soon are you available for employment? _____

Do you want full time or part-time work? How many hours would you like to work? _____

Are you interested in summer employment only? Yes No

Please indicate the days and hours you are willing to be considered for:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| From: | | | | | | | |
| To: | | | | | | | |

Educational Background:

High School attended and city/state _____

Did you graduate? _____

College attended and city/state _____

Did you graduate? _____ If no, how many years did you complete? _____

If yes, what is your degree? _____

Work History: List the last 3 places of employment, addresses and reasons for leaving.

1. _____

2. _____

3. _____

References: List 3 personal references with addresses and telephone numbers; **NO** relatives.

1. _____

2. _____

3. _____ (over)

Please indicate if you have any of the following skills or preferences

_____ Typing

_____ Hand dexterity

_____ Good with numbers

_____ Like to organize

_____ Enjoy videos

_____ Enjoy books

_____ Enjoy working with children

_____ Computer skills If yes, which programs? _____

Please list any specific qualities or training _____

Do you have any library experience? _____ Yes _____ No

If yes, please describe _____

Have you ever been convicted of or pled guilty to a felony or misdemeanor? _____ Yes _____ No

If yes, what were you convicted of or what did you plead guilty to and when did that occur? _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on the application shall be grounds for dismissal.

I also authorize agents of the Westfield Public Library to investigate anything contained in this application including contacting personal references and past employers.

Signature of applicant _____ Date _____