

ENTER MOST RECENT JOB FIRST

Employer	Your Job Title	Date Started MO. YR.	Date Left MO. YR.
Employer's Address	Supervisor's Name	Starting Wages	Final Wages
Hours per Week	Reason for Leaving	May we contact this employer (yes or no)?	

Description of Duties and Responsibilities (in detail): _____

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Description of Duties and Responsibilities (in detail): _____

REFERENCES

Name three persons not related to you who have knowledge of your qualifications for this position:

Name and Address	Relationship to Applicant	Telephone

Are you aware of any reason you cannot perform the functions of the job for which you are applying?

If yes, describe such reason: _____

Date available for work: _____

Libraries are often open weekends and evenings. Are there times you are unavailable for work? ____
If yes, please list:

Do you have commitments to another employer that might affect your employment with us?

If yes, please describe:

Are you legally authorized to work in the United States (yes or no)?

Are you over the age of 18 (yes or no)?

Have you ever been convicted of a felony (yes or no)?

A conviction record will not necessarily be a bar to employment, and factors such as age and time of offense, the seriousness and nature of the violation, the applicants rehabilitation, and the relevance of the convicted offense to the duties and responsibilities of the position for which applied will be conserved in the hiring decision.

Please describe your computer experience and/or knowledge.

Please describe any social media, editing, production experience, or other skills that may be helpful in this position.

Tell us about your experience working with children.

Describe any other experience, personal qualities/characteristics, knowledge, skills, or qualifications that you think might be helpful in the job for which you are applying.

Describe how working at the library will help prepare you for your future goals.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge.

I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize persons, schools, my current or previous employers, and other organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

If offered a position with the Algona Public Library, I agree to conform to all policies, procedures, rules, and regulations.

Signature _____

Date _____