



Bartholomew County Public Library

536 Fifth Street Columbus IN 47201 (812) 379-1255
635 Harrison Street Hope IN 47246 (812) 546-5310
Providing resources for life-long learning and enjoyment

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____
Last name _____ First name _____ Middle name _____
Street Address _____
City _____ State _____ ZIP _____
Telephone _____

Position applied for _____

Are you over 18? Yes No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You will be required to provide documentation as required by law.) Yes No

Are you looking for full-time employment? Yes No

If no, what hours are you available? _____

Have you ever been convicted of a felony? Yes No

If yes, please describe conditions. _____

Education

| School Name and Location | Major | Degree |
|--------------------------|------------|------------|
| High School _____ | <u>N/A</u> | <u>N/A</u> |
| College _____ | _____ | _____ |
| College _____ | _____ | _____ |
| Post-College _____ | _____ | _____ |
| Other Training _____ | _____ | _____ |

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Employment History (Start with most recent employer)

Company Name _____
Address _____ Telephone _____
Date Started _____ Date Ended _____
Responsibilities _____

Company Name _____
Address _____ Telephone _____
Date Started _____ Date Ended _____
Responsibilities _____

Company Name _____
Address _____ Telephone _____
Date Started _____ Date Ended _____
Responsibilities _____

References

Name _____ Occupation _____
Address _____ Telephone _____

Name _____ Occupation _____
Address _____ Telephone _____

Name _____ Occupation _____
Address _____ Telephone _____

I CERTIFY that the answers that I have given in my application and this supplement are true and complete to the best of my knowledge. I authorize the Bartholomew County Public Library to investigate any statement contained in this application, and it may obtain such personal reports (including a background check) on me as it deems necessary to verify the information contained herein and to determine my qualifications. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination.

I understand that employment at the library is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Signature _____ Date _____