Lyon Township Public Library Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name _____

Middle Name _____

Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (___)_____

Are you eligible to work in the United States?

Yes _____ No_____

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes_____ No_____

If yes, please explain: _____

_____

POSITION/AVAILABILITY:

Position Applied For

_____

Days/Hours Available

Monday ____
Tuesday ____
Wednesday ____
Thursday ____
Friday ____
Saturday ____

Hours Available: from _____ to _____

What date are you available to start work?

_____

EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date

_____

_____

_____

_____

_____

Skills and Qualifications: Licenses, Skills, Training, Awards

_____

_____

EMPLOYMENT HISTORY:

Present Or Last Position:

Employer: _____

Address:_____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

_____

Salary: _____

Reason for Leaving: _____

==========

Previous Position:

Employer: _____

Address:_____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

_____

Salary: _____

Reason for Leaving: _____

May We Contact Your Present Employer?

Yes _____ No _____

References:

Name/Title Address Phone

_____

_____

_____

I certify that information contained in this application is true and complete.

I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature_____

Date_____