

Cross Plains Public Library Application for Employment

Date _____

Last Name _____ First Name _____ MI _____

Address _____

City, State, and Zip Code _____

Home Number _____ Cell _____

- Are you currently employed? _____
- If so, where? _____
- Are you available to have flexible weekday hours? _____
- Are you physically able to do janitorial work? _____
- Can you lift 20 lbs., such as boxes of books? _____

Education - mark highest level achieved:

- High school/GED _____
- Some college _____
- Associate degree _____
- Bachelor's degree _____
- Master's degree _____

Computer skills – are you proficient in:

- Creating documents, such as letters, posters, flyers, etc. _____
- Creating spreadsheets with formulas _____
- Editing photos with computer software _____
- Using Facebook _____
- Navigating a website _____

Describe any special skills or extra-curricular activities that you think qualify you for this job _____

Former Employment:

Last Employer _____

Address _____

Telephone # _____

Job Title _____

Supervisor _____

Dates Employed – From _____ To _____

References:

Name _____

Address _____

Telephone # _____

Name _____

Address _____

Telephone # _____

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision.

I hereby understand that my employment is of an “at will” nature, which means that I may resign at any time and that my Employer may discharge me at any time with OR without cause.

In the event of employment, I understand that false or misleading information given in my application may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____