

Delphi Public Library Employment Application

Date of Application _____ *Position Desired* _____

Name _____

Address _____ *City* _____

Telephone _____ *Email Address* _____

EDUCATION

<i>School</i>	<i>City</i>	<i>State</i>	<i>Dates Attended</i>	<i>Course of Study</i>	<i>Grad?</i>

Are you currently enrolled in school? If so, what school are you currently attending?

EMPLOYMENT HISTORY

Please list current or most recent employment first.

<p>1. <i>Employer Name</i> _____ <i>Address</i> _____ <i>Telephone</i> _____ <i>Dates of Employment</i> _____ <i>Your Position and Duties</i> _____ _____ <i>Reason for Leaving</i> _____</p>
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2.

Employer Name _____

Address _____ Telephone _____

Dates of Employment _____

Your Position and Duties _____

Reason for Leaving _____

3.

Employer Name _____

Address _____ Telephone _____

Dates of Employment _____

Your Position and Duties _____

Reason for Leaving _____

ACTIVITIES/INTERESTS

Why do you want to work at the library? _____

What is your general availability to work? Include days and times

What special skills or interests do you have that could be utilized in this position?

REQUIREMENTS

Physical strength and dexterity are required to handle informational items and boxes up to 30 pounds in weight and to transport loaded book carts; physical ability to reach items on high and low shelves is also required. This position thus requires lifting, stooping, bending, and standing. Can you handle these requirements?

EMERGENCY CONTACT

Name _____ Relationship _____

Address _____ Phone _____

REFERENCES

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Certification and Agreement (read carefully and sign and date):

I certify that all information given on this application and any accompanying documents is true and correct. My signature below authorizes the Delphi Public Library to make investigations and check references. My signature indicates my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me for employment, or, if employed, may be grounds for my immediate dismissal.

I understand that neither this application form nor statements by representatives of the Delphi Public Library constitutes an employment contract.

I understand that a background check is required before any offer of employment.

Upon employment, I agree to abide by all rules, regulations, and performance standards.

Name _____ Date _____