



## Application for Employment

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Position For Which You Are Applying \_\_\_\_\_

\_\_\_\_\_ Full Time    \_\_\_\_\_ Part Time                      Availability (Earliest Date) \_\_\_\_\_

Education	School Name	City/State	# Years Completed	Diploma/Degree
High School				
College				
College				
Other				

### Acquired Skills

List below any professional, craft, trade, or office skills and abilities, which relate to the position for which you are applying (example: typing speed, computer software).

Skills	Years/Rating	Skills	Years/Rating

Please continue on back

**Employment History**

Begin with your most recent employment and list your prior employers, including military service, temporary, and part-time jobs. Provide ALL information requested. Attach additional sheets if needed.

Employer's name and address \_\_\_\_\_

Supervisor's name, title, and phone \_\_\_\_\_

Your job title \_\_\_\_\_ # of hours per week \_\_\_\_\_

Date you began \_\_\_\_\_ Date you left \_\_\_\_\_

Final wage \_\_\_\_\_ Reason for leaving \_\_\_\_\_

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Supervisor's name, title, and phone \_\_\_\_\_

Your job title \_\_\_\_\_ # of hours per week \_\_\_\_\_

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Date you began \_\_\_\_\_ Date you left \_\_\_\_\_

Final wage \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**Professional References**

Name	Address	Phone

**Personal References**

Name	Address	Phone

**Applicant's Statement**

I do hereby give my consent to my references (professional and personal) to release pertinent information about my qualifications for the position for which I have applied with the Allerton Public Library District.

\_\_\_\_\_  
Signature of Applicant