



Rosenberg Library - Application for Employment

An equal opportunity employer

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Applicant Information

Position (s) applied for: _____ Date of application: _____
 Full Name: _____ Social Security #: _____
 Address: _____
 Phone: _____ Mobile / Other Phone#: _____
 Email: _____

Date available for work: _____ What is your desired salary range? _____

Type of employment desired: Full-time Part-time Temporary Seasonal

Driver's License number if driving is an essential job function: _____ State: _____

Are you legally eligible for employment in this country? YES NO

Have you ever been employed here before? YES NO If yes, give dates and positions:

Have you ever been convicted of any criminal offense other than a minor traffic or municipal code violation? YES NO

If yes, explain:

Answering yes to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

| | | | |
|---|------------------|--|-------------|
| From (month/year): | To (month/year): | Employer: | Telephone # |
| Job Title: | | Address: | |
| Immediate Supervisor / Title: | | Summarize nature of work performed and job responsibilities: | |
| May we contact for reference? YES NO LATER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | Compensation: Start: \$ | Final: \$ |
| Reason for leaving: | | | |

| | | | |
|---|------------------|--|-------------|
| From (month/year): | To (month/year): | Employer: | Telephone # |
| Job Title: | | Address: | |
| Immediate Supervisor / Title: | | Summarize nature of work performed and job responsibilities: | |
| May we contact for reference? YES NO LATER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | Compensation: Start: \$ | Final: \$ |
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|---|------------------|--|-------------|
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| Immediate Supervisor / Title: | | Summarize nature of work performed and job responsibilities: | |
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| Job Title: | | Address: | |
| Immediate Supervisor / Title: | | Summarize nature of work performed and job responsibilities: | |
| May we contact for reference? YES NO LATER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | Compensation: Start: \$ | Final: \$ |
| Reason for leaving: | | | |

Skills and Qualifications

Word Excel PowerPoint Microsoft Office

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related Functions in the position for which you are applying:

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Educational Background

| School (Include city and state) | Number of years completed | Level of Completion | Course of Study |
|------------------------------------|------------------------------|---|--------------------|
| | | GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree | |
| | | GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree | |
| | | GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree | |
| | | GED <input type="checkbox"/> Diploma <input type="checkbox"/> Degree | |

References

| Name | Title | Relationship | Telephone | # Years Known |
|------|-------|--------------|-----------|---------------|
| | | | | |
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| | | | | |

Applicant Statement and Signature

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for one year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I, (YOUR NAME) _____, agree to immediately notify the Rosenberg Library if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony or misdemeanor, or any crime involving dishonesty or a breach of trust, other than a minor traffic or municipal code violation, while my application is pending or during my period of employment, if hired.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____