

Employment Application DERRY PUBLIC LIBRARY

64 East Broadway
Derry NH 03038
(603) 432-6140

Please print in ink or type. Answer every question clearly and completely.
Where a question does not apply, answer N/A.

PERSONAL DATA

Applications are only accepted for jobs which are currently open. Be sure to list the title of the job for which you are applying.

POSITION APPLIED FOR _____ DATE _____
(Give exact title)

1. Name _____
Last First Middle

2. Address _____
Street City State Zip Code

3. Home (_____) Cell (_____) Email _____
Area Code Area Code

4. Are you legally eligible to work in the U.S.? Yes No

5. The Derry Public Library supports the Americans with Disabilities Act. Are you able to perform the specific job functions, with or without reasonable accommodations, of the job for which you are applying?
 Yes No

6. Have you ever worked for the Derry Public Library? Yes No

If yes, which department? _____ When? _____

7. When would you be available for employment? _____

8. How did you learn about the position for which you are applying? _____

If newspaper, which one, or if Library employee referral, list name of employee. _____

EDUCATION AND TRAINING

9. Indicate the highest educational grade completed: 10 11 12

Name and location of the last high school attended _____

Did you graduate from high school? Yes No

	School Name and Location	Number of Years Attended	Did you Graduate?	Degree	Major Area of Study
College or University					
Other Education					

SPECIAL QUALIFICATIONS AND SKILLS (typing, computer proficiency, foreign languages, **professional licenses and certifications**, publications, scholastic honors, etc.)

OTHER TRAINING YOU RECEIVED (for example special courses, work training programs, armed forces training)

:

EXPERIENCE HISTORY

10. Start with your present position and work back. Include military service and volunteer experience. Additional experience should be listed on a separate sheet of paper or on a personal resume. Be sure to include all requested information, especially as it relates to the job for which you are applying. Resumes may be submitted as supplemental information.

A. Present Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

B. Past Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

C. Past Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

D. Past Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

11. Background checks are routinely performed prior to hire. May we conduct? Yes No If no, please explain.

12. References may be furnished in the space provided below if desired by the applicant.

_____ Name	_____ Name	_____ Name
_____ Address	_____ Address	_____ Address
_____ Telephone	_____ Telephone	_____ Telephone
_____ Relationship	_____ Relationship	_____ Relationship

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or dismissing me after I have begun work. I understand that all the information contained in this application may be subject to verification.

Signature of Applicant

Date