

# EMPLOYMENT APPLICATION

## PAULINE HAASS PUBLIC LIBRARY

N64W23820 Main Street

Sussex, WI 53089

262-246-5180

phplonline.org

Pauline Haass Public Library (the "Library") is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

I have read the job description for the position for which I am applying. I understand the requirements and can meet all of them with or without reasonable accommodation  Yes  No

### PERSONAL

Last Name	First	Middle Initial	Today's Date
Other Name(s) Used			Position Applied For
Street Address			Salary/Wage Desired
City/State/Zip			
Email Address		Telephone #	
Have you ever interviewed with the Library before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s) & job title(s)	
Have you ever been employed by the Library before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s) & job title(s)	
Do you have any relatives employed by the Library? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s) & job title(s)	
Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Last updated 4/22/2020

## EDUCATION

Highest Grade Completed: High School 9 10 11 12  
 College, Trade or Business 1 2 3 4  
 Graduate Studies \_\_\_\_\_

School	Name & Address	Major Studies	Degree, Diploma, License or Certificate
High School or GED			
College/University			
Graduate Studies			

List any professional designations:

Other special knowledge, skills or qualifications related to this employment position:

Computer Skills (Hardware/Software):

## EMPLOYMENT HISTORY

List **all** employments for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, provided it includes all of the required information. You may insert another page if needed.

Employed from / /	Employer name	Supervisor name	Starting salary
Employed until / /	Employer address	Supervisor phone #	Ending salary
Job title	Reason for leaving (be specific)		
Number of hours per week			
Duties & responsibilities			

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Number of hours per week			
Duties & responsibilities			

Would you like to tell us about any volunteer positions you have held or activities which required skills related to this job?

## GENERAL

- Yes**   **No**
- If hired, will you be able to work beyond the specific hours currently given for this position?
  - Have you ever been convicted of a misdemeanor, gross misdemeanor or felony, which has not been annulled, expunged, or sealed by court? (A 'yes' response does not automatically disqualify your application.)
  - Do you currently have a pending criminal charge against you? (A 'yes' response does not automatically disqualify your application.)

*Conviction record(s) or pending arrest record(s) do not constitute an automatic bar to employment and will be considered only if there is a substantial relationship to the circumstances of the particular position or if the employer deems there is a bona fide occupational qualification inherent in the position.*

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Library, I shall be subject to dismissal if any information that I have given, either intentionally or unintentionally, in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Library to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Library and will hold the Library and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Library to obtain any credit and consumer check, as well as a criminal background check.

I understand that satisfactory results of drug and alcohol screening may be required for employment.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Library is intended to create an employment contract between myself and the Library under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Library at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_