



EMPLOYMENT APPLICATION

Webster Groves Public Library is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, marital status, or any other legally protected classification in its activities, programs, or employment practices.

DATE _____

PLEASE PRINT

Name: _____ Phone: _____ Email: _____

Present Address: _____

EMPLOYMENT DESIRED:

What hours are you available to work? _____

Salary at last job: _____

If hired, on what date can you start work? _____

Salary desired: _____

☐ **Full Time**

☐ **Part Time**

☐ **Flexible**

PERSONAL INFORMATION:

Are you at least 16 years old? ☐ Yes ☐ No

If hired, can you show proof of your U. S. citizenship or proof of legal right to work in the U.S.?

☐ Yes ☐ No

School	Name & Address	Years Completed	Did you graduate?	Degree or diploma
High School				
College/University				
Vocational/Business				

EMPLOYMENT HISTORY: List all present and past employers starting with the most recent (up to 5 years)

Name of employer: _____

Address: _____

Type of business: _____ Supervisor's name: _____

Your position and duties: _____

Date of employment: From _____ To _____

Reason for leaving: _____

Name of employer: _____

Address: _____

Type of business: _____ Supervisor's name: _____

Your position and duties: _____

Date of employment: From _____ To _____

Reason for leaving: _____

REFERENCES: List below two persons who have knowledge of your work performance within the last three years.

Name: _____ Occupation: _____

Telephone No.: _____ Number of years acquainted: _____

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Telephone No.: _____ Number of years acquainted: _____

COMPUTER SKILLS:

Familiarity with keyboarding and Windows desktop: [☐] None [☐] Moderate [☐] Good

Ability to use Microsoft Word: [☐] None [☐] Moderate [☐] Good

Ability to use Microsoft Excel: [☐] None [☐] Moderate [☐] Good

Ability to use e-mail: [☐] None [☐] Moderate [☐] Good

Ability to manage and save computer documents: [☐] None [☐] Moderate [☐] Good

PLEASE READ AND SIGN BELOW: I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I hereby authorize **Webster Groves Public Library** to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment. I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between the **Webster Groves Public Library** and me.

Signature _____