

# Application for Employment

**HIGH SCHOOL STUDENTS:**

Year Graduating \_\_\_\_\_



The Library is an equal opportunity employer and provides equal access to programs, services and employment. We consider applicants for all positions without regard to race, creed, color, national origin, ancestry, age, marital status, disability, sex, affectional or sexual orientation, liability for military service, nationality, or atypical hereditary cellular or blood trait, or any other legally protected status. The Library will make reasonable accommodations for the application and/or interview process to enable an applicant with a disability to apply for a job.

**Applications remain active for 60 days.**

2 Jean Walling Civic Center, East Brunswick, NJ 08816 • phone 732-390-6761 • fax 732-390-6869 • www.ebpl.org

## PLEASE PRINT

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Referral Source:  EBTW  Star Ledger  Home News Tribune  Friend or Relative  Employee  Walk-in

MS.  Other (Name of Source:) \_\_\_\_\_

MRS. Name \_\_\_\_\_

MR. Name \_\_\_\_\_  MALE  FEMALE

Address \_\_\_\_\_

Home phone number \_\_\_\_\_ If necessary, best time to call you at home is \_\_\_\_\_

Work phone number \_\_\_\_\_ May we call you at work?  Yes  No Best time \_\_\_\_\_

Alternate phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Age:  16-17  18 or over If under 18, can you furnish working papers?  Yes  No

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Are you now or have you ever been employed by the Township or The Library?  Yes  No

If yes, give position \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Is a member of your immediate family currently employed by the Township or The Library?  Yes  No

Are you legally eligible for employment in this country?  Yes  No  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Are you on a layoff and subject to recall?  Yes  No Have you ever been bonded?  Yes  No

Type of employment desired:  Full-Time  Part-Time  Days only  Evenings and weekends only

Date available for work: \_\_\_\_\_ Min. hourly wage or annual salary you would consider: \_\_\_\_\_

Have you been convicted of a crime in the past 10 years, excluding disorderly persons offenses and petty disorderly offenses, which has not been annulled, expunged, or sealed by a court?  Yes  No

If yes, please explain (Such conviction may be relevant if job-related, but does not bar you from employment.) \_\_\_\_\_

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## EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude any position that indicates any protected status. Explain any gaps in employment in the comments section below.

EMPLOYER	TELEPHONE (    )	DATES EMPLOYED FROM                  TO		SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY ENDING		
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? <input type="radio"/> YES <input type="radio"/> NO		\$	PER	

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MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? <input type="radio"/> YES <input type="radio"/> NO		\$	PER	

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MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? <input type="radio"/> YES <input type="radio"/> NO		\$	PER	

**Comments** (including explanation of any gaps in employment) \_\_\_\_\_

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**EDUCATIONAL BACKGROUND**

**A.** List last three (3) schools attended, starting with most recent.

**B.** List number of years completed.

**C.** Indicate degree or diploma earned, if any.

**D.** Major and minor field of study (if applicable).

If you are a high school student, in what year will you graduate? \_\_\_\_\_

SCHOOL	YEARS COMPLETED	DEGREE/ DIPLOMA	MAJOR	MINOR

List the language(s) you know other than English, and indicate your speaking, reading and writing skill for each. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information:** List any characteristics of yourself; special training, skills, licenses and certificates; accomplishments, publications and awards; and any other information related to the position(s) for which you are applying that you would like us to consider. Exclude information that would reveal a legally protected status.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

List name and telephone number of three business/work references who are not related to you. If applicable, list three school or personal references who are not related to you.

NAME	RELATION TO APPLICANT	TELEPHONE	YEARS KNOWN
		(    )	
		(    )	
		(    )	

I understand and agree that any false statements by me on this application will be sufficient cause for withdrawal of this application and/or separation from The Library's service if I have been employed.

I authorize library personnel to contact any prior employer, supervisor or co-worker identified on this application form and as agreed upon during any interview; release from liability The Library and its employees for making such contacts and considering all responses and taking action based upon such responses; and release any prior employer, supervisor or co-worker from liability in responding to such contacts.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR OFFICE USE ONLY:**

**Staff:** Enter here the dates of all contacts made with the applicant; any additional information learned through this contact; and any other relevant comments.