

Porter County Public Library System

Application for Employment

Please answer all questions as completely as possible. The use of this application does not create a contract between you and the Porter County Public Library System, does not indicate that there are positions open and does not in any way obligate you or the Porter County Public Library System. The Porter County Public Library System does not discriminate in employment on the basis of race, ethnicity, age, disability, religion, gender, sexual orientation, or politics. All applications are available to all agencies of the Porter County Public Library System: Hebron, Kouts, Portage, South Haven and Valparaiso.

Applicant Information	Date:
Name	Social Security No.
Address	Phone

Position Applying For			
Full-time	Part-time	Salary Requirement	Date Available to Start
If desiring part-time work, what days and hours are you available?			

Are you legally eligible for work in the United States? (Proof of U.S. citizenship or immigration status is required upon employment)	Yes	No
If you are less than 18 years of age, please give your age.		

Have you been convicted of a felony? (Such conviction may be relevant if job related, but does not necessarily disqualify you from employment)		
Yes	No	If yes, state date, place and nature of conviction.

Have you ever been known by any other name(s) which the Porter County Public Library System will need to know to verify any of the information contained in this application?		
Yes	No	If yes, give name(s) and identify the related school, employer, etc.

Have you ever been employed by this library?		
Yes	No	If yes, indicate branch, department and employment dates.

Employment History

List your current or most recent employer first and indicate a continuous record of employment for the last three employers or from the time you left school. (Please add a supplementary sheet if additional space is required.)

If currently employed, may your employer be contacted for a reference? Yes No

Employer		Address		Phone
From (mm/yyyy)	To (mm/yyyy)	Starting Salary	Ending Salary	Name of Supervisor
Job Titles & Duties			Reason for Leaving	

Employer		Address		Phone
From (mm/yyyy)	To (mm/yyyy)	Starting Salary	Ending Salary	Name of Supervisor
Job Titles & Duties			Reason for Leaving	

Employer		Address		Phone
From (mm/yyyy)	To (mm/yyyy)	Starting Salary	Ending Salary	Name of Supervisor
Job Titles & Duties			Reason for Leaving	

Personal/Professional References

(Do not include family members or past supervisors)

Name	Phone	Best time to call	Occupation
	ext.		
	ext.		
	ext.		

Education

What is the highest level of education you've completed?

List All Schools Attended (e.g. High School, Technical/Vocational, College, Military)

School Name & Address	Graduated	Certification/Degree Received	Major/Minor or Subjects

Specialized Training or Skills (please attach additional pages if needed)

List all current licenses and/or areas of certifications (if not listed above).

List all equipment (office, trade, etc.) that you operate proficiently.

List any other training, skills, aptitudes, volunteer work or qualifications which you feel are relevant to the type or employment you are seeking with the library.

An Equal Opportunity Affirmative Action Employer Read Carefully Before Signing

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Signature	Date
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Employer Use Only					
Interview Arranged?	Yes	No	Date of Interview	Interviewed By	
Employed?	Yes	No	Job Title	Department	Hourly Rate/Salary
Human Resources Manager				Date	