



**THREE RIVERS PUBLIC LIBRARY DISTRICT  
EMPLOYMENT APPLICATION**

Position Applying For \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Days/hours available to work: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_

Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_ Date available to start? \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

**EDUCATION:**

High School: \_\_\_\_\_ Graduate?  Yes  No

College, University or Technical Schools (List the most recent first)

1. \_\_\_\_\_ Years attended \_\_\_\_\_ Degree \_\_\_\_\_
2. \_\_\_\_\_ Years attended \_\_\_\_\_ Degree \_\_\_\_\_
3. \_\_\_\_\_ Years attended \_\_\_\_\_ Degree \_\_\_\_\_

Do you have a valid Driver's License?  Yes  No

Do you type?  Yes  No Approximate Speed \_\_\_\_\_ wpm

Please list any computer experience that makes you qualified for this job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any software programs that you are familiar with \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any previous library experience that you have \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Previous Work Experience: Please list your work experience for the past three years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.

1. \_\_\_\_\_ Dates Worked \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ Dates Worked \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ Dates Worked \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Please list two references other than relatives or previous employers:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

It is my understanding that Three Rivers Public Library District may make a thorough investigation of my entire work history and may verify all data given in my application for employment, related paper or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Three Rivers Public Library District and I release from liability any person giving or receiving such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date