

Cranbury Public Library

Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

PERSONAL DATA

Position Applied For:	Date of Application:
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Initial
Address:	Number	Street
		City
		State
		Zip Code
Telephone Number(s):	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment.) Yes No

On what date would you be available to work? _____

Are you available to work: Full Time Part-time Some evenings/weekends

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a crime within the last 7 years? Yes No
 (Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain _____

EDUCATION This information is on my resume.

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate Level Study				
Other (specify)				

SKILLS

Indicate any non-English languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Check all computer-related skills/experience you have	
<input type="checkbox"/> Social Media	<input type="checkbox"/> Microsoft Office (Word, Excel, Powerpoint, Publisher)
<input type="checkbox"/> Cloud Based Services	<input type="checkbox"/> Using Mobile Devices (Phones, Tablets, etc)
<input type="checkbox"/> HTML/CSS	<input type="checkbox"/> Technology (Computers, mobile devices, etc) troubleshooting
<input type="checkbox"/> Other (Specify) _____	

Describe any other special job-related skills and qualifications acquired from previous employment or other experience.

WORK EXPERIENCE This information is on my resume.

Start with your present or last job. Include any job-related military assignments and volunteer activities. You may exclude items which indicate race, color, religion, gender, national origin, disability, or other protected status.

Employer	Dates Employed
Address	Work Performed
Telephone Number(s)	
Job Title	
Reason for leaving	

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REFERENCES

Name	Phone
Address	

Name	Phone
Address	

Name	Phone
Address	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

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 45 days. 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 be conducted unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date