

Morley Library – Application for Employment

Morley Library is an EEO Employer. All prospective employees will receive equal consideration without discrimination because of race, color, creed, sex, age, national origin, citizenship status, genetic information, disability or veteran status.

Personal Information:

Last Name	First	Middle Initial	Date
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Street Address	City	State	Zip Code
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Home Phone Number	Cell Number	E-Mail Address
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Position Desired _____ **Full-Time or Part-Time?** _____

Are you legally eligible to work in the US? _____ **Yes** _____ **No**

When will you be available to begin work? _____

Please note any volunteer work, hobbies or other information which may complement your paid work experience or relate to this position:

References other than previous employees or relatives: *Providing this information means that you give us permission to contact the references listed.*

Name _____	Telephone _____
Address _____	Relationship _____
Name _____	Telephone _____
Address _____	Relationship _____

Education:

School Name	Location	Years Attended	Did you Graduate?	Major	GPA

Special Training or Skills

Previous Employment {Please start with most recent}

Place of Employment:	Supervisor's Name:
Address:	Date of Employment:
Telephone Number:	From: To:
Describe your duties and responsibilities:	Reason for Leaving
May we contact this employer: ____ Yes ____ No	Rate of Pay _____ Hours per Week _____
Place of Employment:	Supervisor's Name:
Address:	Date of Employment:
Telephone Number:	From: To:
Describe your duties and responsibilities:	Reason for Leaving
May we contact this employer: ____ Yes ____ No	Rate of Pay _____ Hours per Week _____
Place of Employment:	Supervisor's Name:
Address:	Date of Employment:
Telephone Number:	From: To:
Describe your duties and responsibilities:	Reason for Leaving
May we contact this employer: ____ Yes ____ No	Rate of Pay _____ Hours per Week _____

- I certify that all 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.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date