



Employed by \_\_\_\_\_

Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Ending \_\_\_\_\_

Your Payroll Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

List and describe your duties and responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

.....

Employed by \_\_\_\_\_

Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary Ending \_\_\_\_\_

Your Payroll Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

List and describe your duties and responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employed by \_\_\_\_\_

Address \_\_\_\_\_

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Your Payroll Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

List and describe your duties and responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**FORMAL EDUCATION REPORT**

School	Name and Address	# of Years Completed	Did you Graduate?	Degree or Diploma
High School	_____	_____	Yes_____ No_____	_____
	_____			
College or	_____	_____	Yes_____ No_____	_____
University	_____			
Vocational/	_____	_____	Yes_____ No_____	_____
Business	_____			
Other	_____	_____	Yes_____ No_____	_____
	_____			

Describe your familiarity with:

Computers\_\_\_\_\_

Microsoft Word\_\_\_\_\_

Microsoft Publisher\_\_\_\_\_

Microsoft Excel\_\_\_\_\_

Microsoft Publisher\_\_\_\_\_

Internet Searching\_\_\_\_\_

*Do you have any prior experience, training, qualifications or skills which you feel may make you especially suited for work at Barclay Public Library?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Three references, not relatives:

Name	Business Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PLEASE READ AND SIGN BELOW**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Barclay Public Library District to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the Barclay Public Library District any and all letters, reports and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the Barclay Public Library District, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in this application or conveyed during any interview which may be granted is intended to create an employment contract between me and the Barclay Public Library District. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Barclay Public Library District, and that no promises or representations contrary to the foregoing are binding on the Barclay Public Library District unless made in writing and signed by me and the Barclay Public Library District Board of Directors or their designee.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature