



Willington Public Library
7 Ruby Road
Willington, CT 06279-1322
(860) 429-3854
(860) 429-2136 FAX

Willington 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)

POSITION APPLYING FOR: _____ Date of Application: _____

LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Have you ever been employed with us before? _____ If yes, give date: _____

Are you currently employed? _____ Yes _____ No

May we contact your employers? _____ Yes _____ No

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

On what date would you be available for work? _____

What days/evenings and hours are you available for work? _____

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

Can you travel if a job requires it? _____ Yes _____ No

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? _____ Yes _____ No

If no, describe the functions that cannot be performed: _____

(Note: reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions will be addressed.)

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

If yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education, Training, and Experience

	School Name City, State	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Military Service

Branch: _____ Rank: _____ Years of Service: _____

Skills/duties: _____

Employment Experience

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

1) Employer Name: _____ Date Employed: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Supervisor: _____

Duties: _____

Hourly wage: _____ Reason for leaving: _____

2) Employer Name: _____ Date Employed: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Supervisor: _____

Duties: _____

Hourly wage: _____ Reason for leaving: _____

3) Employer Name: _____ Date Employed: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Supervisor: _____

Duties: _____

Hourly wage: _____ Reason for leaving: _____

List professional, trade, business, or civic activities and office held: _____

List other qualifications including computer related skills: _____

References

1) Name: _____ Phone: _____

Email: _____

Address: _____ City, State, Zip: _____

2) Name: _____ Phone: _____

Email: _____

Address: _____ City, State, Zip: _____

3) Name: _____ Phone: _____

Email: _____

Address: _____ City, State, Zip: _____

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 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 this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the 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 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

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: _____ Yes _____ No If yes, Date: _____

Remarks: _____

Employed: _____ Yes _____ No Start Date: _____ Hourly rate: _____

Hired by: _____ Title: _____