



## Employment Application

### Hussey-Mayfield Memorial Public Library Zionsville, Indiana

**PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED, EXCEPT SIGNATURE**

**A BACKGROUND CHECK ON APPLICANTS WILL BE CONDUCTED BEFORE HIRING  
ANY FUTURE EMPLOYMENT WILL BE ON AN AT-WILL BASIS**

**PLEASE COMPLETE PAGES 1-5.** DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden  
 Present address \_\_\_\_\_  
Number Street City State Zip

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email address: \_\_\_\_\_

Are you legally authorized to work in the US? Yes \_\_\_ or No \_\_\_

Are you 18 years old or older? Yes \_\_\_ or No \_\_\_

Have you ever been convicted of a crime (please exclude any expunged convictions)? Yes \_\_\_ or No \_\_\_

If Yes, please explain: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Salary desired \$ \_\_\_\_\_

Days/hours available to work [Be Specific]

No Preference \_\_\_\_\_ Thurs \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights till 8:45 p.m.? \_\_\_\_\_  
 Can you work Saturdays from 9 a.m. to 5:15 p.m.? \_\_\_\_\_ Can you work Sundays 12:45 to 5:15 p.m.? \_\_\_\_\_

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

If hired, when can you start work? \_\_\_\_\_

**EDUCATION**

| TYPE OF SCHOOL | NAME OF SCHOOL | CITY, STATE | NUMBER OF YEARS COMPLETED | MAJOR & DEGREE COMPLETED |
|----------------|----------------|-------------|---------------------------|--------------------------|
| High School    |                |             |                           |                          |
| College        |                |             |                           |                          |
| Post-graduate  |                |             |                           |                          |

**Work Experience**

Please list your work experience beginning with your most recent job held. If you were self-employed, please give that information. **Attach additional sheets if necessary.**

1.

|                              |  |                                |                                 |                      |
|------------------------------|--|--------------------------------|---------------------------------|----------------------|
| <b>Name of Employer</b>      |  | <b>Name of last supervisor</b> | <b>Employment Dates (MM/YY)</b> | <b>Pay or Salary</b> |
| <b>Address</b>               |  |                                | From:                           | Start:               |
| <b>City, State, Zip Code</b> |  |                                | To:                             | Final:               |
| <b>Phone Number</b>          |  |                                |                                 |                      |
|                              |  | Your last job title:           |                                 |                      |

May we contact this employer? Yes \_\_\_ or No \_\_\_

Reason for leaving [be specific]

List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").

2.

|                              |  |                                |                                 |                      |
|------------------------------|--|--------------------------------|---------------------------------|----------------------|
| <b>Name of employer</b>      |  | <b>Name of last supervisor</b> | <b>Employment Dates (MM/YY)</b> | <b>Pay or Salary</b> |
| <b>Address</b>               |  |                                | From:                           | Start:               |
| <b>City, State, Zip Code</b> |  |                                | To:                             | Final:               |
| <b>Phone Number</b>          |  |                                |                                 |                      |
|                              |  | Your last job title:           |                                 |                      |

May we contact this employer? Yes \_\_\_ or No \_\_\_

Reason for leaving [be specific]

List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").

3.

|                              |  |                                |                                 |                      |
|------------------------------|--|--------------------------------|---------------------------------|----------------------|
| <b>Name of employer</b>      |  | <b>Name of last supervisor</b> | <b>Employment Dates (MM/YY)</b> | <b>Pay or Salary</b> |
| <b>Address</b>               |  |                                | From:                           | Start:               |
| <b>City, State, Zip Code</b> |  |                                | To:                             | Final:               |
| <b>Phone Number</b>          |  |                                |                                 |                      |
|                              |  | Your last job title:           |                                 |                      |

May we contact this employer? Yes \_\_\_ or No \_\_\_

Reason for leaving [be specific]

List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").

4.

|                              |  |                                |                                 |                      |
|------------------------------|--|--------------------------------|---------------------------------|----------------------|
| <b>Name of employer</b>      |  | <b>Name of last supervisor</b> | <b>Employment Dates (MM/YY)</b> | <b>Pay or Salary</b> |
| <b>Address</b>               |  |                                | From:                           | Start:               |
| <b>City, State, Zip Code</b> |  |                                | To:                             | Final:               |
| <b>Phone Number</b>          |  |                                |                                 |                      |
|                              |  | Your last job title:           |                                 |                      |

May we contact this employer? Yes \_\_\_ or No \_\_\_

Reason for leaving [be specific]

List the jobs that you held, duties performed, skills used or learned, advancements or promotions while you worked for this employer (Please do not indicate "see resume").

Please explain any gaps in service

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Have you ever been terminated from any position? If so, please explain

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An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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Please list 3 references that we may contact. These references should be previous supervisors or people you worked with. Do not include relatives or personal references.

I authorize the Hussey-Mayfield Memorial Public Library to check the references listed below

Yes \_\_\_ or No \_\_\_

|           |  |           |
|-----------|--|-----------|
| Name      |  | Name      |
| Position  |  | Position  |
| Employer  |  | Employer  |
| Address   |  | Address   |
|           |  |           |
|           |  |           |
| Telephone |  | Telephone |
| E-Mail    |  | E-Mail    |

|           |
|-----------|
| Name      |
| Position  |
| Employer  |
| Address   |
|           |
| Telephone |
| E-Mail    |

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**I acknowledge that if hired, I will be an at-will employee, subject to dismissal or discipline without notice or cause, at the discretion of the employer. I also understand that this means I am free to quit my employment at any time, for any reason, without notice. I understand that no representative of the company, other than the Executive Director, has the authority to change the terms of this at-will relationship and that any such change can occur only in a written contract.**

\_\_\_\_\_ Initials

**I verify that the statements I have made in this application are true and complete. I understand that if hired, any false or incomplete statements made in this application will be grounds for immediate discharge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_