

APPLICATION FOR EMPLOYMENT
Rosemary Garfoot Public Library
Cross Plains, WI 53528

PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

Date _____

PERSONAL INFORMATION

Name (last name first)	Last 4 Digits of Your Social Security Number
Present Address	City State
Permanent Address	City State
Phone Number and Email Address	Referred by

EMPLOYMENT DESIRED

Position	Date You Can Start	Desired Salary
Are you employed?	If so, may we inquire of your present employer?	
Have you applied to this public library in the past?	If so, when did you apply and for what position?	

EDUCATION

	Name and Location of School	Years Attended	Did you graduate?	Subjects Studied
HIGH SCHOOL				
COLLEGE				
TRADE,BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

Subjects of Special Study/Research Work Or Special Training/Skills:
U.S. Military or Naval Service: Rank:

FORMER EMPLOYERS (List Below, Your Last Four Employers Starting With the Last One First)

Date/Month/Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

EMPLOYMENT REFERENCES (Provide Names of Three Persons Not Related To You Whom You Have Worked For/With For at Least One Year.)

Name	Address/Telephone (phone number required)	Business	Years Known
1.			
2.			
3.			

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that my result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Date _____ **SIGNATURE** _____

INTERVIEWED BY _____ **DATE** _____

_____ **Do Not Write Below This Line** _____

REMARKS

Hired Date:	Position::	Start Date:
APPROVED BY LIBRARY DIRECTOR _____		

