



New Britain Public Library

## APPLICATION FOR EMPLOYMENT

**New Britain Public Library is an Equal Employment Opportunity employer committed to excellence through diversity.**

**The application must be fully completed to be considered. Please complete each section, even if you attach a resume.**

### PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

CURRENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

### EMPLOYMENT DESIRED

POSITION DATE YOU CAN START SALARY DESIRED \$ PER

HAVE YOU WORKED AT THE LIBRARY BEFORE? DATES OF EMPLOYMENT

HOW DID YOU LEARN ABOUT THE POSITION?

EDUCATION	NAME AND LOCATION OF SCHOOL	NO OF YEARS ATTENDED	DID YOU GRADUATE?	DEGREE ACHIEVED
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE/ PROFESSIONAL SCHOOL				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) \_\_\_\_\_

U. S MILITARY OR NAVAL SERVICE RANK PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

**FORMER EMPLOYERS** LIST LAST FOUR EMPLOYERS, STARTING WITH CURRENT OR LAST ONE

DATE MONTH AND YEAR	NAME AND PHONE NUMBER OF EMPLOYER	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			
FROM			
TO			

**REFERENCES:** GIVE THE NAMES OF THREE EMPLOYMENT-RELATED INDIVIDUALS, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

	NAME	PHONE NUMBER	EMAIL	RELATIONSHIP TO REFERENCE
1				
2				
3				

I CERTIFY THAT ALL ANSWERS HEREIN ARE TRUE AND COMPLETE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT, AS MAY BE NECESSARY TO ARRIVE AT AN EMPLOYMENT DECISION.

AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED. MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT I MAY RESIGN AT ANY TIME AND THE NEW BRITAIN PUBLIC LIBRARY MAY DISCHARGE ME AT ANY TIME WITH OR WITHOUT CAUSE.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I ALSO UNDERSTAND THAT I AM REQUIRED TO ABIDE BY THE RULES AND REGULATIONS OF THE NEW BRITAIN PUBLIC LIBRARY.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: DATE:

REMARKS:

HIRED: Yes No POSITION DEPT.

SALARY/WAGE DATE OF HIRE

APPROVED: