

Roachdale Public Library Employment Application

Name	Application Date	Birthdate
Address		

E-mail	Phone Number	Cell Phone Number
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Emergency Contact – Name & Phone Number

Your Education & Training – Please list your high school, college, or technical school.

Additional certifications, trainings (CPR/First Aid, etc.)

Your employment history – Please begin with your most recent employment. If more space is needed, please feel free to include attachments. (While resumes are welcome, please also complete this form in full).

Employer:

Address:

Supervisor (include phone number):

Employment dates:

Hourly Wage: Number of hours worked per week:

Duties:

Reason for leaving this position:

Employer:

Address:

Supervisor (include phone number):

Employment dates:

Hourly Wage: Number of hours worked per week:

Duties:

Reason for leaving this position:

Your references: Please provide the name and contact information of three references who can comment on your work performance or work ethic (these should NOT be relatives).

Name:

Telephone:

E-mail:

Relationship/Years known:

Name:

Telephone:

E-mail:

Relationship/Years known:

Name:

Telephone:

E-mail:

Relationship/Years known:

When would you be able to start work?

*What would be your **ideal** work schedule (our current need is for someone ideally able to work Thursdays & Fridays, as well as some Saturdays.) We also attempt to keep a steady schedule for all employees. Regular library working hours are Monday 10:45am-6:15pm, Tuesday-Friday 10:45am -5:15pm, and Saturday 10:45am-3:15pm. We are also open to an earlier start time in which work time is utilized for shelving and straightening the children's section prior to open time.*

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Would you desire to continue the same hours throughout the summer?

If not, what would your desired summer schedule be?

Is there anything else we should be aware of or consider with your employment?