**Roachdale Public Library Employment Application**

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| Name | Application Date | Birthdate |

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| Address |

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| E-mail | Phone Number | Cell Phone Number |
| 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? | | |