



# LaGrange County Public Library

203 West Spring Street - LaGrange, Indiana 46761 Telephone: 260-463-2841 Fax: 260-463-2843



## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION:

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

BIRTHDATE (if under 18) \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY \_\_\_\_\_ PHONE \_\_\_\_\_

Have you worked for the library previously?  Yes  No If Yes, when? \_\_\_\_\_

What type of work do you prefer \_\_\_\_\_

How soon are you available to begin work \_\_\_\_\_

Have you ever been convicted of, or are you currently charged with, any crime, or has your driver's license ever been suspended? (A charge or conviction will not necessarily disqualify an applicant from being hired). Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ Date of Graduation \_\_\_\_\_

College \_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_

Post Graduate \_\_\_\_\_ Dates \_\_\_\_\_ Degree \_\_\_\_\_



**WORK EXPERIENCE:** Start with your present or most recent position. Include military service assignments and volunteer activities.

Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_

Employer: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Describe Duties/Responsibilities/Accomplishments: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Dates of Employment (Month/Year): From: \_\_\_\_\_ To: \_\_\_\_\_

**SPECIAL SKILLS OR OTHER INFORMATION:** Describe any special skills or qualifications for this work, or anything else you would like us to know that was not previously mentioned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** Please provide references from three people not related to you. Provide individual and company names, position or relationship, addresses and phone numbers as applicable.

Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____
Position _____	Position _____

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Position \_\_\_\_\_

---