

**APPLICATION FOR EMPLOYMENT
KRAEMER LIBRARY & COMMUNITY CENTER**

910 Main Street
Plain, Wisconsin 53577
(608) 546-4201

The Kraemer Library & Community Center does not discriminate in employment on the basis of race, sex, age, handicap, religion, color, national origin, status as a Vietnam Era Veteran, status as a disabled Veteran, or because an individual is a smoker or nonsmoker, as long as such individual complies with any workplace policy concerning smoking.

Please answer all questions as completely as possible.

PERSONAL INFORMATION

DATE _____

NAME _____
Last First Middle

ADDRESS _____
Street City State/Zip

EMAIL ADDRESS _____

PHONE NUMBER _____

ALTERNATE PHONE NUMBER _____ BEST TIME TO CALL: AM PM

EMPLOYMENT DESIRED

POSITION APPLYING FOR _____ PART-TIME ___

SALARY REQUIREMENT _____ DATE AVAILABLE TO START _____

If desiring part-time work, days and hours available _____

Are you legally eligible for employment in the United States? Yes ___ No ___
(Proof of U.S. citizenship or Immigration status will be required upon employment.)

If you are less than 18 years of age, please give your age. _____

Have you been convicted of a felony within the last 7 years? Yes ___ No ___
(If you have been convicted it does not automatically mean you will not be hired. What you were convicted of, and how long ago, are important.)

If yes, please state all pertinent information concerning each conviction, including date, place and nature of conviction: _____

Have you ever been known by any other names(s) which the Kraemer Library & Community Center will need to know to verify any of the information contained in this application? Yes ___ No ___ If yes, give name(s) and identify the related school, employer, etc. _____

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Have you ever been employed by this Library? Yes ___ No ___ If yes, please complete:
Employed from _____ to _____

Does the Kraemer Library & Community Center now employ any of your relatives? Yes ___ No ___
If yes, please state:
Name(s) _____ Relationship _____

EDUCATION AND TRAINING

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4
Grade School High School College Graduate School

List all schools attended: high school, technical/vocational, college, business, military, etc. Use another sheet if necessary.

| School | Did you Graduate? | Certification or Degree Received | Major/Minor Subjects |
|--------------------------------------|-------------------|----------------------------------|----------------------|
| Name _____ Address _____ _____ | Yes ___ No ___ | | |
| Name _____ Address _____ _____ | Yes ___ No ___ | | |
| Name _____ Address _____ _____ | Yes ___ No ___ | | |
| Name _____ Address _____ _____ | Yes ___ No ___ | | |

SPECIALIZED TRAINING SKILLS

List all current licenses and/or areas of certification (if not listed above): _____

List all office equipment and computer programs/applications that you operate proficiently:

List any other training, skills aptitudes and qualifications that you feel are relevant to the type of employment you are seeking at the Library: _____

EMPLOYMENT RECORD

List your current or most recent employer first and indicate a continuous record of employment for the last five employers or from the time you left school. (Please add a supplementary sheet if additional space is required.)

****If currently employed, may your employer be contacted at this time for a reference? Yes ___ No ___**

| Date Month and Year | Name and address of employer | Position | Reason for Leaving |
|------------------------|---------------------------------------------------------------------------------|----------|--------------------|
| From: To: | Employer: Address: Phone No.: Supervisor: Job Title and duties: | | |
| From: To: | Employer: Address: Phone No.: Supervisor: Job Title and duties: | | |
| From: To: | Employer: Address: Phone No.: Supervisor: Job Title and duties: | | |
| From: To: | Employer: Address: Phone No.: Supervisor: Job Title and duties: | | |
| From: To: | Employer: Address: Phone No.: Supervisor: Job Title and duties: | | |

REFERENCES

GIVE THE NAMES OF THREE PERSONS, TWO OF WHOM ARE NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST FOR ONE YEAR.

| NAME | ADDRESS & Phone | BUSINESS | YEARS ACQUAINTED |
|------|-----------------|----------|------------------|
| | | | |
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READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Kraemer Library & Community Center.

I agree that if I am employed by the Kraemer Library & Community Center my employment may be terminated at any time without liability except such wages as may have been earned at the date of such termination. I further understand and acknowledge that this is an application for employment, that no employment contract is being offered and that if I am employed such employment is for an indefinite period of time and that the Library can change wages, benefits and conditions at any time.

I understand and agree that the Kraemer Library & Community Center may verify all information furnished in this application. I also understand that any employment is subject to a satisfactory check of references and a Police Department background check. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the Library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the Library from any liability for any claim or damage which may result.

If hired first 6 months is a probationary period. During the probation period, the hourly rate is 90% of regularly hourly salary.

Signature _____ Date _____