

# Employment Application



date \_\_\_\_\_

## Personal Information

name \_\_\_\_\_  
last first middle

address \_\_\_\_\_  
street or po box apt.#

city/state/ZIP \_\_\_\_\_

daytime phone \_\_\_\_\_ email \_\_\_\_\_

position applying for \_\_\_\_\_ branch/library \_\_\_\_\_

What type of employment are you seeking?  full-time  part-time  internship  temporary  
 other \_\_\_\_\_

For interns, at which branch(es) are you NOT interested in working? \_\_\_\_\_

## Education

|             | institution/city | major/degree |
|-------------|------------------|--------------|
| high school |                  |              |
| college     |                  |              |
| graduate    |                  |              |
| other       |                  |              |

## Employment and/or Volunteer History (begin with present job)

- 1)
 

|       |            |          |
|-------|------------|----------|
| dates | employer   | position |
| city  | supervisor | phone    |

May we contact this employer?  yes  no      Was this volunteer work?  yes  no
- 2)
 

|       |            |          |
|-------|------------|----------|
| dates | employer   | position |
| city  | supervisor | phone    |

May we contact this employer?  yes  no      Was this volunteer work?  yes  no
- 3)
 

|       |            |          |
|-------|------------|----------|
| dates | employer   | position |
| city  | supervisor | phone    |

May we contact this employer?  yes  no      Was this volunteer work?  yes  no
- 4)
 

|       |            |          |
|-------|------------|----------|
| dates | employer   | position |
| city  | supervisor | phone    |

May we contact this employer?  yes  no      Was this volunteer work?  yes  no
- 5)
 

|       |            |          |
|-------|------------|----------|
| dates | employer   | position |
| city  | supervisor | phone    |

May we contact this employer?  yes  no      Was this volunteer work?  yes  no

## Qualifications

skills or abilities for position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

type?  no  yes wpm: \_\_\_\_\_ sign language?  no  yes

Can you communicate in more than one language?  no  yes language(s): \_\_\_\_\_

Can you use a personal computer?  no  yes If yes, please describe your software experience.

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

## References (people we may contact about your work performance, if different from employment history contacts)

| name | firm/location | phone |
|------|---------------|-------|
|      |               |       |
|      |               |       |
|      |               |       |
|      |               |       |

## Employer Information

The Central Arkansas Library System is an equal-opportunity employer.

### Background Check Statement

All offers of employment from the Central Arkansas Library System are contingent upon clear results of a background check. A more thorough background check will be conducted on applicants whose job responsibilities would involve operating a company vehicle, handling money, or working with minors.

### E-Verify Statement

All people hired must provide proof of U.S. citizenship or present necessary work credentials if not a U.S. citizen. The Central Arkansas Library System uses E-Verify to confirm that an employee is authorized to work in the United States.

I verify that the information supplied on this application is correct and I understand that my falsification may result in the loss of employment.

signature: \_\_\_\_\_ date: \_\_\_\_\_

updated 7/13/21



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