

Marian J. Mohr Memorial Library

Johnston's Public Library
1 Memorial Avenue
Johnston, RI 02919
(401) 231-4980

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

JOB APPLICATION

Personal Information

Last name	First	Middle	Date
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Address

Phone

Have you ever applied for employment with us? Yes No if yes, when: _____

Apart from absence for religious observance, are you available for full-time work? Yes No
If not, what hours can you work?

Are you legally eligible for employment in the United States? Yes No

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? Yes No
If yes, describe:

Education

Course	Years of study	Degree received	Date completed
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School name, location

Course	Years of study	Degree received	Date completed
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School name, location

(use back of sheet if necessary)

Did you serve in the Armed Forces? yes no If yes, what Branch? _____

Personal Interests, Hobbies

Additional information (professional or civic organizations, special accomplishments, awards..). Please omit those which may disclose your race, color, religion, age or national origin.

Employment

Company Name	Address	telephone
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Job title & description of duties	employed dates (start/end)
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Supervisor	reason for leaving
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Company Name	Address	telephone
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Job title & description of duties	employed dates (start/end)
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Supervisor	reason for leaving
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Supervisor	reason for leaving
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(use back of sheet if necessary)

Please read and understand this statement before signing your application:

The information I have provided in this Application for Employment is true, correct and complete. Incomplete, false, or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume, or a personal interview. The Mohr Library policy requires background checks to include fingerprinting and a check against a national criminal records database. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

Applicant's signature _____ Date _____