

# Application for Employment

Sherman & Ruth Weiss Community Library  
 10788 St Hwy 27/77; PO Box 917  
 Hayward WI 54843  
 (715) 634-2161 phone (715) 634-5257 fax  
 hlibrary@hayward.nwls.lib.wi.us

Instructions: Please complete the information below. You may be asked to provide additional information on another form or on your resume. This application will be kept on file for the legal period of one year. *Please Print.*

The Sherman & Ruth Weiss Community Library is an equal opportunity employer.

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

Position Applied For \_\_\_\_\_

Expected Pay \_\_\_\_\_

Shifts Available Days  Nights  Both

Will you accept full time work? \_\_\_\_\_

Will you accept part time work? \_\_\_\_\_

When would you be available to start? \_\_\_\_\_

Have you been employed here before? Yes  No

If yes, please give approximate dates of prior employment at this library \_\_\_\_\_

## For Office Use Only

Application Date \_\_\_\_\_

Hire Date \_\_\_\_\_

Start Date \_\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_

Filled In State/Federal Forms? \_\_\_\_\_

Signed Alcohol/Drug Policy? \_\_\_\_\_

Other \_\_\_\_\_

Notes \_\_\_\_\_

## Educational Background

School	Name and Location of School	Course of Study	Graduate?	Degrees/Diploma
Grammar School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational Training/ Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Employment Experience (Please list most recent first. Include your last three positions and dates of employment.)

Company Name	Address	Phone #	Manager's Name	Dates Employed

**Special Interests** (List any activities relevant to library work or other interests.)


**References** (List the names, addresses and phone numbers of 3 references who are not related to you.)

Name	Address	Phone #

Is there a criminal charge, felony or misdemeanor currently pending against you which would substantially relate to the position you are applying for with the library? Yes  No

If yes, please give a brief description of the pending charge: \_\_\_\_\_

Have you ever been convicted of a crime, felony or misdemeanor which would substantially relate to the position you are applying for with the library? Yes  No

If yes, please give a brief explanatory statement: \_\_\_\_\_

Conviction of a crime or arrest is not an automatic bar to employment. The library will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

You have been given a job description which includes essential functions of the position for which you've applied. Are you able to perform each of the essential job functions listed for this position without accommodation? Yes  No

If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations: \_\_\_\_\_

I hereby authorize the Sherman & Ruth Weiss Community Library to make any inquiry of or receive information from any person or organization regarding my suitability for employment; and do hereby give permission to those persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications and/or records of convictions. For and in consideration of the release of such information, I hereby forever waive, release and covenant not to sue any person or organization, including the Sherman & Ruth Weiss Community Library, its agents and employees, for the result of providing, obtaining or acting upon such information. I give this waiver, release and covenant not to sue for myself, my heirs, assigns and successors in

interest forever. I give this waiver, release and covenant not to sue understanding that the information obtained may be such as to disqualify me for employment. I understand that such information is sought with confidentiality and I will not request copies of such information. I also certify that all statements made on this application are true and complete, accurate and not misleading to the best of my knowledge. I understand that any false statements, incomplete statements or misrepresentations may subject me to disqualification or dismissal. A copy of this authorization shall be as effective as the original.

Acceptance, retention or review of this application for employment by the library does not guarantee that an applicant will be offered a job.

**Applicant's  
Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Thank you for your interest in the Sherman & Ruth Weiss Community Library.