

Wissahickon Valley Public Library

650 Skippack Pike, Blue Bell, PA 19422

215-643-1320 x17

Employment Application

Wissahickon Valley Public Library is a non-profit, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, ancestry, disability or any other applicable legally protected status, in any employment practice, including without limitation, recruitment and hiring. All applicants are required to fully complete this application, date and sign it. Please inform the library director immediately upon receiving this application if, as a result of a disability, you will need a reasonable accommodation to complete this application.

Please print neatly or type.

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Address

Building # & Street _____ Apartment # _____

City, State & Zip _____

Home Telephone # _____

Cell Telephone # _____

Email Address _____

Position applied for _____

Today's date _____

Were you previously employed by the Wissahickon Public Library? _____

If yes, when? _____

If your application is considered favorably, on what date will you be available for work?

Are you legally eligible for employment in the USA? _____

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? _____

Have you ever been convicted of a criminal offense in the nature of a felony or a misdemeanor? _____

If yes, please indicate the date, location and nature of the conviction.

Conviction will not necessarily disqualify an applicant from employment and will be considered only to the extent that it relates to an applicant's suitability for the position sought.

Education

Circle the last year completed.

Elementary School 5 6 7 8

High School 1 2 3 4

College 1 2 3 4

Graduate School 1 2 3 4

Name and location of school.

If you are a college graduate, what was your degree? _____

If you earned a master's, what was your degree? _____

Describe any other training or education.

Describe your experience working in libraries. If you have no experience working in libraries, explain how your skills, experience or special training would be beneficial in the library position for which you are applying.

List any professional organizations to which you belong.

Why do you think you would like to work at the Wissahickon Valley Public Library?

Employment History

List below present and past employment, beginning with your most recent.

Company Name _____

Company Address _____

Type of Business _____

Dates of Employment

Began _____ Ended _____

Starting hourly rate _____ Ending hourly rate _____

Reason for leaving _____

Name of supervisor _____ Phone Number _____

Describe the work that you did.

Company Name _____

Company Address _____

Type of Business _____

Dates of Employment

Began _____ Ended _____

Starting hourly rate _____ Ending hourly rate _____

Reason for leaving

Name of supervisor _____ Phone Number _____

Describe the work that you did.

Company Name _____

Company Address _____

Type of Business _____

Dates of Employment

Began _____ Ended _____

Starting hourly rate _____ Ending hourly rate _____

Reason for leaving

Name of supervisor _____ Phone Number _____

Describe the work that you did.

Acknowledgements, Authorization and Release

Read carefully.

All of the information I have provided on this application and in connection with this application is correct and true. I understand that any false, misleading or incomplete answer or statements or implications made by me in connection with this application or other required documents, or the failure to disclose any relevant information, shall result in the denial of employment or termination. I further understand that nothing contained in the application or in the granting of an interview is intended to create a contract of employment, a contract for the providing of any benefit or to obligate the Wissahickon Valley Public Library in any way. If an employment relationship is established, I understand that I will have the right to terminate my employment with or without cause, for any reason at any time, and that the Wissahickon Valley Public Library retains a similar right. No promises, statements, or representations to the contrary have been made by me and I understand that no such promises, statements or representations are binding on the Wissahickon Valley Public Library.

I hereby grant the Wissahickon Valley Public Library permission to investigate my personal, educational and employment history and to contact persons, organizations, institutions, or government agencies that may have knowledge of me. In consideration of my receipt of this application and being considered for employment, and intending to be legally bound, I hereby release the Wissahickon Valley Public Library, its directors, officers, principals, employees and agents from any and all liability, real or potential, for seeking such information and all other persons, corporations or organizations for furnishing such information to the Wissahickon Public Library.

Signature of applicant _____ **Date** _____