



Please print legibly, complete all items, and sign this application.

1. Name \_\_\_\_\_  
 (Last) (First—complete legal name) (Middle)

2. Address \_\_\_\_\_

3. Telephone: \_\_\_\_\_

4. E-mail: \_\_\_\_\_

5. 5. Title of Position applied for: \_\_\_\_\_

6. Are you 18 years of age or older?  Yes  No

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

8. Have you ever worked or been educated under a different name?  Yes  No

9. Have you ever been convicted of a felony?  Yes  No

10. Have you ever been a member of the Wisconsin Retirement System (WRS)?  Yes  No

11. Have you ever been terminated from or asked to leave a job?  Yes  No

12. Education: List any high school or equivalent, colleges, technical colleges, universities, and graduate schools that you have attended.

Name and Location	Credit Hours Completed	Major Area of Study	Type of Degree	Did You Graduate?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

13. Other Information: Use this space to describe any licenses, certificates, registrations, skills, and/or crafts, including machines and/or equipment operated which relates to the position.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Employment History: Start with your most recent employment and work backwards, including U.S. Military and volunteer experience. Use additional sheets as necessary.

Current or Most Recent Position and/or Title:	Dates of Employment:	Salary or Wage:
Employer's Business Name, Address, and Telephone number:	Supervisor's Name:	Hours per Week:
Reason for Leaving:		
Description of Duties:		

Previous Position and/or Title:	Dates of Employment:	Salary or Wage:
Employer's Business Name, Address, and Telephone number:	Supervisor's Name:	Hours per Week:
Reason for Leaving:		
Description of Duties:		

Previous Position and/or Title:	Dates of Employment:	Salary or Wage:
Employer's Business Name, Address, and Telephone number:	Supervisor's Name:	Hours per Week:
Reason for Leaving:		
Description of Duties:		

Previous Position and/or Title:	Dates of Employment:	Salary or Wage:
Employer's Business Name, Address, and Telephone number:	Supervisor's Name:	Hours per Week:
Reason for Leaving:		
Description of Duties:		

14. References: List three professional references who can attest to your qualifications or suitability for this position who we may contact for information. Family and friends do not apply.

Name and Address	Phone Number	Relationship to Applicant

15. Do you have any objection to our contacting any of your former or current listed employers regarding your employment?  Yes (current)  No (current)  Yes (former)  No (former)  
If Yes, specify: \_\_\_\_\_

16. Are you engaged in other business or employment which you desire to continue if employed by Lakeview Community Library?  Yes  No  
If Yes, specify: \_\_\_\_\_

17. Do you have any family or immediate relationships with someone who works for, is a Board member of, or has some other connection to Lakeview Community Library?  Yes  No  
If Yes, specify: \_\_\_\_\_

18. What days/hours are you not available to work?  
\_\_\_\_\_

19. Can you work evenings until 8PM?  Yes  No

20. Can you work Saturdays?  Yes  No

By signing below, I certify that all answers given to me are true, accurate, and complete. I understand that the falsification, misrepresentation, or omission of fact on the application (or any accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I acknowledge that I have read and understand the above statement and hereby grant permission to confirm the information supplied on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_