

SCRANTON PUBLIC LIBRARY

Employment Application

Date _____

CONTACT INFORMATION						
Last Name				First		
Street Address					Apartment/Unit #	
City				State		ZIP
Phone				E-mail Address		

SKILLS AND QUALIFICATIONS	
Position Applying For	
Skills and Qualifications	

EDUCATION						
High School				Address		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College/University				Address		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Business/Trade				Address		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Grad/Prof				Address		
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

PERSONAL REFERENCES			
<i>Please list two personal references (not relatives)</i>			
Full Name			
Email			Phone
Full Name			
Email			Phone

PREVIOUS EMPLOYMENT		
Company		Phone
Address		Supervisor
Job Title		
Nature of Business		
From	To	Reason for Leaving
Company		Phone
Address		Supervisor
Job Title		
Nature of Business		
From	To	Reason for Leaving
Company		Phone
Address		Supervisor
Job Title		
Nature of Business		
From	To	Reason for Leaving

DISCLAIMER AND SIGNATURE	
<p>-By submitting this application you certify that your answers are true to the best of your knowledge.</p> <p>-False or misleading information given in your application or interview(s) may result in discharge.</p> <p>-Employment at the Scranton Public Library is contingent on the following clearances complying with state laws.</p> <ol style="list-style-type: none"> 1. Pennsylvania State Police Criminal Record Check 2. Pennsylvania Child Abuse History Clearance 3. FBI Finger-Print Based Background Check <p>-In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.</p> <p>-The Scranton Public Library has the right to require drug testing and pre-employment physical exams.</p> <p>-The Scranton Public Library is an Equal Opportunity Employer and Drug Free Workplace.</p>	
Signature	Date

This application will be kept on file for one year with our Human Resources department and will be reviewed if a position becomes available that meets your qualifications.