

SCRANTON PUBLIC LIBRARY

Employment Application

Date _____

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

AVAILABILITY, SKILLS AND QUALIFICATIONS							
Position Applying For							
Full time, part time or first available?							
Desired location/ department							
Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time							
Skills and Qualifications							

EDUCATION						
High School				Diploma /GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, are you still enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
College/ University				Diploma?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, are you still enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what degree?			
Business/ Trade				Diploma?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, are you still enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what degree?			
Grad/Prof				Diploma?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, are you still enrolled?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what degree?			

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

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

DISCLAIMER AND SIGNATURE	
<p>-By submitting this application you certify that your answers are true to the best of your knowledge. -False or misleading information given in your application or interview(s) may result in discharge. -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. -The Scranton Public Library has the right to require drug testing and pre-employment physical exams. -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.