MEXICO PUBLIC LIBRARY

3269 Main St, Mexico, New York, 13114
(315) 963-3012

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

FULL NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

E-MAIL: _____ PHONE: _____

DATE AVAILABLE: _____

POSITION APPLIED FOR: _____

EMPLOYMENT ELIGIBILITY

ARE YOU A U.S. CITIZEN? □ YES □ NO*
*IF NO, ARE YOU ALLOWED TO WORK IN THE U.S.? □ YES □ NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? □ YES* □ NO
*IF YES, PLEASE EXPLAIN: _____

EDUCATION

HIGH SCHOOL: _____ CITY / STATE: _____

GRADUATE? ☐ YES ☐ NO

COLLEGE: _____ CITY / STATE: _____

GRADUATE? □ YES □ NO DEGREE: _____

EMPLOYMENT HISTORY

EMPLOYER #1: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

JOB TITLE: _____

RESPONSIBILITIES: _____

STARTING DATE: _____ ENDING DATE:_____

REASON FOR LEAVING: _____

EMPLOYER #2: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

JOB TITLE: _____

RESPONSIBILITIES: _____

STARTING DATE: _____ ENDING DATE:_____

REASON FOR LEAVING: _____

REFERENCES

REFERENCE #1: _____ RELATIONSHIP: _____

COMPANY:_____ TITLE:_____

E-MAIL: _____ PHONE: _____

REFERENCE #2: _____ RELATIONSHIP: _____

COMPANY:_____ TITLE:_____

E-MAIL: _____ PHONE: _____

BACKGROUND CHECK CONSENT

IF ASKED, WOULD YOU CONSENT TO A BACKGROUND CHECK? □ YES □ NO

DISCLAIMER

The applicant understands that this is an Equal Opportunity Employer who is committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE _____ DATE: _____

PRINT NAME _____