



485 DeMott Lane Somerset, NJ 08873 3391 Rt. 27 S., Suite 101, Franklin Park, NJ 08823
 Telephone: 732-873-8700 Fax: 732-873-0746

EMPLOYMENT APPLICATION FORM

Applications must be completed and signed. Applications will be kept on file for 1 year.

Date: _____

CONTACT INFORMATION:

Name (Last, First) _____ , _____

Address _____

City/State/Zip _____ Phone # _____

GENERAL INFORMATION:

Position Applied for: _____ Type of work desired? Full-Time: _____ Part-Time: _____

Location applied to work at: Somerset _____ Franklin Park _____ No Preference _____

All Library hours are listed below. Please indicate when you are AVAILABLE to work:

Sunday 1pm-4pm	Monday 10am-9pm	Tuesday 10am-9pm	Wednesday 10am-9pm	Thursday 10am-9pm	Friday 10am-5pm	Saturday 10am-5pm

Are you under 18 years of age? If "yes" you will be required to submit working papers if offered employment. Yes _____ No _____

Are you over 16 years of age? Yes _____ No _____

Are you legally eligible to work in the United States? Yes _____ No _____

EDUCATION:

Name of School	City & State	Degree Completed
High School:		
Undergraduate:		
Graduate:		
Other:		

SKILLS:

Word Processing Spreadsheet Data Entry Integrated Library System
 (If yes, please specify: _____)

Additional Information: List any characteristics of yourself; special training, licenses and certifications, and any other information that you would like us to consider. _____

WORK EXPERIENCE:

Please complete in full even if you have attached a resume.

Employer	Telephone	Dates Employed	Summarize Job Responsibilities
Address		Hourly Rate/Salary	
Title	Reason for Leaving	May we contact this employer for a reference? __ YES __ NO	

Employer	Telephone	Dates Employed	Summarize Job Responsibilities
Address		Hourly Rate/Salary	
Title	Reason for Leaving	May we contact this employer for a reference? __ YES __ NO	

Employer	Telephone	Dates Employed	Summarize Job Responsibilities
Address		Hourly Rate/Salary	
Title	Reason for Leaving	May we contact this employer for a reference? __ YES __ NO	

REFERENCES:

List three business references that are not related to you. At least one reference should be a current or former supervisor. (School or volunteer references may be acceptable when there is no recent employment history.)

Name	Relation	Telephone	Years known
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FOR STUDENT APPLICANTS ONLY:

List all extracurricular activities (volunteerism, sports, clubs, etc.) _____

I understand and agree that any false statements by me on this application will be sufficient cause for withdrawal of this application and/or separation from the library's service if I have been employed.

SIGNATURE _____