



485 DeMott Lane
Somerset, NJ 08873

429 Lewis Street
Somerset, NJ 08873

64 Clover Place
Franklin Park, NJ 08823

EMPLOYMENT APPLICATION FORM

Date: _____

CONTACT INFORMATION:

Name (Last, First) _____ , _____

Address _____

City/State/Zip _____ Phone # _____

Email Address: _____

GENERAL INFORMATION:

Position Applied for: _____

Please indicate the type of work desired? Full-Time: _____ Part-Time: _____ Seasonal: _____ Year-round: _____

Location applied to work at: DeMott La. (Somerset) _____ Lewis St. (Somerset) _____ Franklin Park (Clover Pl.) _____

Indicate when you are available to work year-round:

Sunday 12:30pm-4pm	Monday 9:30am-8pm	Tuesday 9:30am-8pm	Wednesday 9:30am-8pm	Thursday 9:30am-8pm	Friday 9:30am-5pm	Saturday 9:30am-5pm

Please describe any volunteerism, sports, clubs, etc. that may affect your availability: _____

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 or attach a resume.

Employer Name and Address		Telephone	Job Title
Summarize Job Responsibilities			
Dates Employed	Reason for Leaving	May we contact this employer? __ YES __ NO	

Employer Name and Address		Telephone	Job Title
Summarize Job Responsibilities			
Dates Employed	Reason for Leaving	May we contact this employer? __ YES __ NO	

Employer Name and Address		Telephone	Job Title
Summarize Job Responsibilities			
Dates Employed	Reason for Leaving	May we contact this employer? __ YES __ NO	

REFERENCES:

List three business references. School or volunteer references may be acceptable when there is no recent employment history. References should not be related to you.

Name	Relation	Telephone or Email	Years known
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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 _____