



PAMUNKEY REGIONAL LIBRARY

P. O. Box 119, Hanover, VA 23069-0119 (804) 365-6211 Fax (804) 365-6389
www.pamunkeylibrary.org

APPLICATION FOR EMPLOYMENT

Position Applying for _____ Full-time Part-time
Position Title

Branch _____ Date _____

PERSONAL DATA

Name: _____
LAST FIRST MIDDLE

Address: _____
ADDRESS CITY STATE ZIP

Telephone Numbers: Home: _____ Work: _____
Pager: _____ Cellular: _____

E mail Address: _____

Are you eligible for employment in the United States? _____

Have you ever worked for Pamunkey Regional Library? _____ If Yes, When? _____

When will you be available to begin work? _____ What is the minimum salary you will accept? _____ Per _____

Do you have any relatives employed by Pamunkey Regional Library? _____ If yes, please identify: _____

Do you have an equivalency diploma (GED)? _____ Date completed _____

EDUCATION

SCHOOL	NAME & LOCATION	FIELD OF STUDY	DATES ATTENDED	DID YOU GRADUATE?	DIPLOMA / DEGREE RECEIVED
HIGH SCHOOL			DO NOT ENTER		
COLLEGE					
GRADUATE					

LICENSE AND CERTIFICATION (Complete if required in the job description)

LICENSE	TYPE	STATE	NUMBER	DATE RECEIVED	EXPIRATION DATE
Driver's License					
Other					
Other					
Other					

Computer Software in which _____
 you are proficient: _____

Typing speed: _____ words per minute

EMPLOYMENT HISTORY (Must be completed even if resume is attached.)

List current or most recent employer first.

Name of current/last employer	Name of immediate supervisor:
	Dates of employment: _____ To _____
Telephone Number	Status:
Job Title	Number of hours worked per week:
Salary Starting _____ per _____ Ending _____ per _____	
Job Description: _____	
Reason for Leaving: _____	
Employer can be contacted for reference: _____	

Name of employer	Name of immediate supervisor:
	Dates of employment: _____ To _____
Telephone Number	Status:
Job Title	Number of hours worked per week:
Salary Starting _____ per _____ Ending _____ per _____	
Job Description: _____	
Reason for Leaving: _____	
Employer can be contacted for reference: _____	

(cont.)

Name of employer		Name of immediate supervisor:	
		Dates of employment:	
Telephone Number		_____ To _____	
Job Title		Status:	
Salary Starting _____ per _____ Ending _____ per _____		Number of hours worked per week:	
Job Description:			
Reason for Leaving:			
Employer can be contacted for reference:			

Have you ever been:

- | | | | |
|---|---|---|---|
| 1. Convicted of a felony? | <input type="checkbox"/> Yes
<input type="checkbox"/> No | 2. Convicted of a misdemeanor? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
| 3. Convicted of a moving traffic violation in the past 24 months? | <input type="checkbox"/> Yes
<input type="checkbox"/> No | 4. Dismissed or requested to resign from a former position? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |

If the answer to any of these questions is "Yes", please explain in detail. (A conviction will not necessarily exclude you from consideration for employment. Each conviction will be judged on its own merit with respect to the time, circumstances and seriousness.)

(cont.)

List any interests, skills, honors, training, volunteer work, or other qualifications (including military experience) which would be helpful in considering your application: _____

REFERENCES (Other than a supervisor listed in the employment section, who has knowledge of your qualifications):

NAME	RELATIONSHIP	ADDRESS	TELEPHONE NUMBER

PLEASE READ CAREFULLY AND SIGN BELOW:

I certify that answers given herein are true and complete. I hereby grant Pamunkey Regional Library permission to request any school of learning, creditor, past or present employer, government agency that maintains driving records or law enforcement agency to release information contained in their records for use in conducting research specifically relating to my suitability as an employee of Pamunkey Regional Library, except where my written statement upon this form specifically requests that no investigation be made. I understand this information is for use by Pamunkey Regional Library and will be safeguarded against unauthorized disclosure to any agency or individual not having a legitimate need for it and the authority for its release.

I understand that any misrepresentation of facts in this application will be considered just cause for dismissal at the discretion of the employer. In the event that I am employed, I understand that I am required to abide by the policies and procedures of Pamunkey Regional Library.

SIGNATURE _____

DATE _____