

Suffern Free Library

Employment Application

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the Americans Disabilities Act, applicants may request accommodations needed to participate in the application process. We are a Drug Free Workplace and participate in E-Verify.

Date _____

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Mailing Address _____

City _____ State _____ Zip Code _____

Physical Address (if different) _____

City _____ State _____ Zip Code _____

Phone Number(s): _____

E-mail Address: _____

During the past 7 years, have you ever been convicted of a crime, excluding traffic violations?

Yes ___ No ___ If yes, Date _____ City _____ State _____

The Suffern Free Library realizes that convictions may have no reasonable relationship to the functions or responsibilities of the job in question. For this reason, a conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account. Failure to disclose criminal convictions will disqualify an applicant. If a job offer is made all potential employees must agree to a background check.

Are you aware of any reason that you cannot perform essential functions of the job with or without reasonable accommodations? (A copy of the job description is attached) Yes ___ No ___

If yes, please explain _____

Are you legally eligible for employment in the U.S.? Yes ___ No ___

Federal Law requires new employees to supply documents proving their employment authorization by the third day of employment. A photo ID will be required. Suffern Free Library participates in E-Verify.

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary desired _____

Are you employed now? Yes ___ No___ If yes, may we contact your employer? Yes ___ No___

Have you ever applied to this Library before? Yes ___ No___ If yes, when? _____

EDUCATION

High School _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

College Attended _____ Degree Conferred _____

FORMER EMPLOYERS

List your last three employers, beginning with the *most recent* one first.

1. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

2. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

3. Name & Address of Employer _____

Start Date (month/year) _____ End Date (month/year) _____

Salary _____ Position _____

Reason for leaving _____

REFERENCES – (Work related references)

1. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

2. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

3. Name _____ How Acquainted _____

Address _____ Phone _____

Email _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge and authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

I understand that I am required to provide documents verifying my employment authorization by the third day of employment.

Suffern Free Library requires a criminal background check whenever a job offer has been made and accepted by an individual. This documentation must be on file prior to employment.

I understand that Suffern Free library is a Drug Free Workplace and participates in E-Verify.

Signature of Applicant _____

Date _____