

AUDUBON REGIONAL LIBRARY
STUDENT WORKER
EMPLOYMENT APPLICATION
(Equal Opportunity Employer)

Applicant Data & Disclosure

Last Name _____ First Name _____ Middle _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Date of Birth _____

Email _____

Are you a High School Student _____ College/Other Student _____ ?

Class: Freshman _____ Sophomore _____ Junior _____ Senior _____

What hours or days are you unable to work? _____

Date available for work _____

Have you submitted an application to ARL before now? _____ Within the last year? _____

Do you have a relative employed by ARL? _____ If yes, please give name and relationship

Have you been convicted of a felony since your 18th birthday? Please circle. YES NO
A conviction will not necessarily disqualify an applicant for employment.

If you answered yes, please give the following information:

Nature of Offense _____

Date of Conviction _____ Name & Location of Court _____

Driver's License Number State _____

If hired, can you provide proof that you are eligible to work in the United States? Yes NO
For non-citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted.

Applicant Education History

High School or GED

Name and location

Major Course of Study

Did you graduate?

Vocational/Technical School/Other

Name and location

Dates of enrollment

Major course of study

Employment Experience

List current or previous employers:

Name of Employer

Dates Employed

Employer Address

Type of Work

Name of Employer

Dates Employed

Employer Address

Type of Work

Skills

Indicate specific work skills you possess (check all that apply):

Office Skills

Phone Skills

Copy/Fax

Filing

Customer Service

Microsoft

Word

Excel

PowerPoint

Publisher

Computer Skills

Basic Computer Skills

Troubleshooting

Web Development/Design

Other _____

Conditions of Employment Statement

As certified on the Employment Application, I declare that my answers to the questions are true and give Audubon Regional Library the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my personal characteristics, employment verification, personal identity verifications, past employment verifications, reference checks, criminal records, motor vehicle records, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my academic records to Audubon Regional Library by schools and other educational institutions that I have attended.

I understand that the completion of this application does not assure me of a position with the Audubon Regional Library and does not obligate the Audubon Regional Library to me in any way. I further understand that any misrepresentation herein may cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal.

I understand that Audubon Regional Library has the right to terminate the employment relationship at any time during my probationary period with or without cause and with or without notice.

Signature of Applicant

Date

Signature of Parent (If applicant under 18 yrs. old)

Date