

MISHAWAKA-PENN-HARRIS PUBLIC LIBRARY

APPLICATION FOR EMPLOYMENT

**209 Lincoln Way East
Mishawaka, IN 46544**

**51446 Elm Road
Granger, IN 46530**

**602 Bittersweet Road
Mishawaka, IN 46544**

Please type or print and return to the Director at the above address. Answer fully all information that applies to the type of position desired. All answers will be treated confidentially.

Date: _____

Name in full: _____

Telephone: _____

Present address: _____

Are you a U.S. citizen or do you have a work visa? _____

Are you at least 15 16 18 years old?

| | Name and location of school | Dates | | Major | Degree |
|--------------------|-----------------------------|-------|----|-------|--------|
| | | From | To | | |
| High School | | | | | |
| College/university | | | | | |
| Library School | | | | | |
| Other education | | | | | |

Can you type? _____ Speed _____

Special studies or training not included above: _____

Do you plan to continue your education? _____ If so, in what subject area? _____

Special interests: Film _____ Storytelling _____ Public Speaking _____ Other _____

Discussion groups: Literacy _____ Other _____

Hobbies or special interests _____

Do you have computer experience? Yes No If yes, please describe _____

References

| Name | Occupation | Address | Phone |
|------|------------|---------|-------|
| | | | |
| | | | |
| | | | |

Library Experience (Most recent first)

| Library | Address | Dates | Position | Reason for leaving |
|---------|---------|-------|----------|--------------------|
| | | | | |
| | | | | |

Other Than Library Experience (Most recent first)

| Employer | Address | Dates | Position | Reason for leaving |
|----------|---------|-------|----------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Present or most recent salary _____ May we communicate with your present employer? _____

Are you applying for: Adult Services _____ Children's Services _____ Maintenance _____ Other _____

Are you applying for: Full-time position _____ Part-time position _____

When can you begin work? _____

State anything further you may wish to about your qualifications: _____

I attest that the foregoing questions have been answered to the best of my knowledge and belief. I understand that any false or incomplete statements made on this application will be sufficient cause for immediate dismissal. I voluntarily give the Library the right to make an investigation into my past activities and employment, and release any and all liability and responsibility from all persons, companies or institutions supplying such information. The Mishawaka-Penn-Harris Public Library is an at-will employer. I have read and understand the above statements.

Signed: _____

Not to be filled in by applicant

Interviewed by: _____

Appointed _____
Position _____ Salary _____ Date _____