



485 DeMott Lane, Somerset, NJ 08873

429 Lewis Street, Somerset, NJ 08873

3391 Rt. 27 S., Suite 101, Franklin Park, NJ 08823

**EMPLOYMENT APPLICATION FORM**

Applications must be completed and signed. Applications will be kept on file for one year.

Date: \_\_\_\_\_

**CONTACT INFORMATION:**

Name (Last, First) \_\_\_\_\_ , \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

**GENERAL INFORMATION:**

Position Applied for: \_\_\_\_\_

Type of work desired? Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Seasonal: \_\_\_\_\_ Permanent: \_\_\_\_\_

Location applied to work at: Somerset \_\_\_\_\_ Franklin Park \_\_\_\_\_ No Preference \_\_\_\_\_

All Library hours are listed below. Please indicate when you are AVAILABLE to work YEAR ROUND:

Sunday 1pm-4pm	Monday 10am-9pm	Tuesday 10am-9pm	Wednesday 10am-9pm	Thursday 10am-9pm	Friday 10am-5pm	Saturday 10am-5pm

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 even if you have attached a resume.

Employer		Dates Employed	Summarize Job Responsibilities
Address		Telephone	
Title	Reason for Leaving	May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Employer		Dates Employed	Summarize Job Responsibilities
Address		Telephone	
Title	Reason for Leaving	May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Employer		Dates Employed	Summarize Job Responsibilities
Address		Telephone	
Title	Reason for Leaving	May we contact this employer for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**REFERENCES:**

List three business references that are not related to you. At least one reference should be a current or former supervisor. (School or volunteer references may be acceptable when there is no recent employment history.)

Name	Relation	Telephone	Years known
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**FOR STUDENT APPLICANTS ONLY:**

List all extracurricular activities (volunteerism, sports, clubs, etc.) \_\_\_\_\_

<p><b>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.</b></p> <p style="text-align: center;">SIGNATURE _____</p>
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