



Albany Public Library

Community Engagement Clerk

P E R S O N A L	NAME _____		DATE _____		
	LOCAL ADDRESS _____				
	Street		City		State Zip Code
	EMAIL _____				
	TELEPHONE NUMBER (home#) _____ (work#) _____				
PERMANENT ADDRESS _____					
Street		City		State Zip Code	

E D U C A T I O N	SCHOOL	NAME & CITY, STATE	DIPLOMA/DEGREE	GRADUATE YES/NO
	High School			
	College			
	Graduate School			
	Other			

E M P L O Y M E N T H I S T O R Y	List each job held with your present or last job first. Include military service and volunteer work.			
	DATES	COMPANY NAME	ADDRESS	SUPERVISOR/PHONE #
	POSITION/JOB DUTIES		REASON FOR LEAVING	LAST SALARY
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	POSITION/JOB DUTIES		REASON FOR LEAVING	LAST SALARY

* If you need to list more jobs please follow the same format on a separate sheet of paper.

G E N E R A L	Please list any experience that would be relevant to the job you are applying for:

G	Please answer the following questions:
E	1. May we contact your current employer? Yes / No
N	2. If hired, when could you begin work? _____
E	3. Have you ever been convicted of a crime (Felony)? Yes / No If Yes please explain: _____
R	_____
A	4. Are you eligible to work in the United States?
L	5. Are you looking for Full-time or Part-time (please circle the appropriate choice)

R E F E R E N C E S	Please supply the names of three persons, other than relatives, friends, public office appointees or clergy who can evaluate your qualifications and job performance. At least one must be a present or former employer/supervisor.		
	NAME	OCCUPATION / COMPANY	TELEPHONE # / EMAIL

ALBANY PUBLIC LIBRARY employment polices and practices DO NOT discriminate because of RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS.

I HEREBY CERTIFY that all statements made in this application are true. I authorize Albany Public Library to investigate my references, work record, education, and other matters related to my suitability for employment. I also authorize the references and my prior employers to disclose to Albany Public Library any all letters, reports, and other information related to my professional and personal background, without giving me prior notice of such disclosure.

I agree and understand that any misstatement of material facts herein will cause (a) rejection of my application, and (b) forfeiture on my part to any employment or payment as an employee in the service of this Library.

Signature of Applicant _____ Date _____