



Position Applying For: _____

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone #: _____ Email: _____

Education

High School: _____ Address: _____
Date: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____
Date: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
Date: _____ To: _____ Did you graduate? YES NO Degree: _____

Employment History

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Position: _____
Responsibilities: _____
Dates: _____ To: _____ Reason for Leaving: _____

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Responsibilities: _____
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Position: _____
Responsibilities: _____
Dates: _____ To: _____ Reason for Leaving: _____

General

May we contact your current employer? YES NO Are you authorized to work in the U.S.? YES NO
 If hired, when could you begin work? _____ Are you looking for [please check appropriate box]: Full Time Part Time
 Have you ever been convicted of a felony? YES NO If yes, explain: _____

References

Please list three persons (other than relatives or friends) who can speak to your qualifications and job performance. At least one reference must be a present or former employer / supervisor.

Full Name: _____ Relationship: _____
 Company: _____ Phone #: _____

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Disclaimer and Signature

Albany Public Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military 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 and 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 applications, and (b) forfeiture on my part to any employment or payment as an employee in the service of this Library.

Signature: _____ Date: _____