



Oldham County Public Library
Application for Employment
 [Pre-Employment Questionnaire] [An Equal Opportunity Employer]

Personal Information

Name _____ Social Security No _____
 Last First Middle

Present Address _____
 Street City State Zip

Permanent Address _____
 Street City State Zip

Phone _____ Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed
 in this country because of visa or immigration status? Yes No

Employment Desired

Position _____ Date you can start _____ Salary desired _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

Ever applied to this company before? _____ Where? _____ When? _____

Referred by _____

Education	Name and Location of school	*No of Years Attended	*Did You Graduate	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

General

Subjects of special study or research work _____

Special skills _____

Activities [Civic, Athletic, Etc.] _____

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members

U.S. Military or Naval Service _____ Rank _____ Present Membership in National Guard or Reserves _____

*This form complies with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

[Continued on other side]

Former Employers (List below last three employers, starting with the last one first)				
Date Month and Year	Name and address of employer	Salary	Position	Reason for Leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

Which of these jobs did you like best? _____

What did you like most about this job? _____

References Give the names of three persons not related to you, whom you have known at least one year.			
Name	Address	Business	Years Acquainted

In case of
Emergency notify

Name

Address

Phone No.

"I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's Director and/or Board of Trustees, and then only when in writing and signed by the Director and/or a member of the Board of Trustees, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date _____ Signature _____

Do not write below this line

Interviewed by

Date

Remarks:

Neatness

Ability

Hired Yes No Position _____ Location _____

Salary/Wage _____ Date reporting to work _____

Approved

Supervisor

Library Director