



**ST. FRANCIS  
PUBLIC LIBRARY**

4230 S. Nicholson Ave.  
St. Francis, WI 53235  
(414) 481-7323  
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# EMPLOYMENT APPLICATION

\_\_\_\_\_  
Position Applied For

Name: \_\_\_\_\_

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

Phone : \_\_\_\_\_

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

## EMPLOYMENT HISTORY

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Type of Employment: \_\_\_\_\_ Part Time or Full Time?

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the employer listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Type of Employment: \_\_\_\_\_ Part Time or Full Time?

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the employer listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Type of Employment: \_\_\_\_\_ Part Time or Full Time?

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the employer listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe in full: \_\_\_\_\_

**EDUCATION** - Please list schools attended

- 1) High School: \_\_\_\_\_ Date(s) Attended: \_\_\_\_\_  
Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2) College: \_\_\_\_\_ Date(s) Attended: \_\_\_\_\_  
Area of Study: \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3) Graduate School / Other: \_\_\_\_\_ Year(s) Attended: \_\_\_\_\_  
Area of Study: \_\_\_\_\_ Graduated? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe any additional education, training or experiences relevant to this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AVAILABILITY** Please use the chart below to indicate days / times you would NOT be available to work.

NOTE: All staff are required to work every third Saturday.

	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												

**REFERENCES** Excluding relatives.

- 1) Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_
- 2) Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_
- 3) Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application will be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date