



Employment Application

It is the policy of the Peru Public Library to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, marital/veteran status/ disability or any other legally protected status in accordance with the requirements of local, state and federal law. Please complete all or indicate "not applicable (N/A)."

Personal Information

Full Name: _____ Application Date: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Primary Phone: _____ Email Address: _____

Background Information

Position applying for: _____ Date available: _____

Are you at least 18 years of age? ☐ Yes ☐ No

If you answered No, are you at least 16 years of age? ☐ Yes ☐ No

Are you legally eligible to work in the United States? ☐ Yes ☐ No

Were you previously employed by the Peru Public Library? ☐ Yes ☐ No

Dates Employed: _____

If hired, are you able to work evenings? ☐ Yes ☐ No Are you able to work weekends? ☐ Yes ☐ No

Education

High School: _____

City: _____ State: _____

Number of years completed: _____

Did you graduate? ☐ Yes ☐ No Degree received: _____

College/University

School: _____

City: _____ State: _____

Course of study: _____ Number of years completed: _____

Did you graduate? ☐ Yes ☐ No Degree received: _____

Graduate School

School: _____

City: _____ State: _____

Course of study: _____ Number of years completed: _____

Did you graduate? (☐) Yes (☐) No Degree received: _____

Other Qualifications

Please summarize any special job-related qualifications, training (including military or apprenticeship), computer skills, language proficiencies, and/or experience which you feel should be considered in reviewing your application: _____

Employment History

Are you presently employed? (☐) Yes (☐) No If yes, may we contact your current employer? (☐) Yes (☐) No

List your present or most recent employer first. A resume will not substitute for completion of this portion of the application.

Employer One

Employer Name: _____ City: _____ State: _____

Telephone: _____ Your title: _____

Supervisor Name: _____ Supervisor's title: _____

Description of duties: _____

Employed From (m/y): _____ To (m/y): _____ Hours per week: _____

Reason for leaving: _____

Employer Two

Employer Name: _____ City: _____ State: _____
Telephone: _____ Your title: _____
Supervisor Name: _____ Supervisor's title: _____
Description of duties: _____

Employed From (m/y): _____ To (m/y): _____ Hours per week: _____
Reason for leaving: _____

Employer Three

Employer Name: _____ City: _____ State: _____
Telephone: _____ Your title: _____
Supervisor Name: _____ Supervisor's title: _____
Description of duties: _____

Employed From (m/y): _____ To (m/y): _____ Hours per week: _____
Reason for leaving: _____

Please read the following carefully before agreeing below:

I certify all information submitted by me on this application is true and complete, and I understand if any false information, omissions, or misrepresentation are discovered, my application may be rejected; and if I am employed my employment may be terminated at any time. Should I become employed, I agree to conform to all rules and regulations of the Peru Public Library. I 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. Also, I understand my employment will be at will and I have the right to terminate my employment at any time and the Peru Public Library retains the same right.

Do you agree? (☐) Yes (☐) No

Signature: _____ Date: _____