



Employment Application

Beginning Date: _____ (for library use) Final Date: _____ (for library use)

Position Applied For:	Date:
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CONTACT INFORMATION

Name:	Phone:
Address:	If a non-local student, please show your home address and phone number.
Email Address:	
What date would you be available for employment?	

EDUCATION

	Name & City, State of School	Did you Graduate?	Degree Major
High School			
College			
Other			

SKILLS & QUALIFICATIONS

Typing: _____ WPM	Shelving Test Scores: _____ (for office use)
Computer Skills (Please list equipment and/or software experience):	
Communication Skills (languages other than English, sign languages, etc.)	

EXPERIENCE

List below present and past employment, beginning with the most recent.

Employer (Name & Address)	Position	Dates

REFERENCES

Name	Address	Phone

Applications will not be considered unless signed and dated and all questions are answered.

Signature:	Date:
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