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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **South Fayette Township Library**  **Application for Employment** | | | | | | | | South Fayette Township Library is an Equal Opportunity Employer. | | Please print or type. The application must be fully completed to be considered. Please complete each section; a cover letter and resume can be submitted in addition to the application. | | |
|  | | | | | | | | | | | | | |
| **Personal Information** | | | | | | | | | | | | | |
| Name | |  | |  | | | |  | |  | | |
|  | | | | | | | | | | | | | |
| Address | |  | | City | | | | State | | Zip | | |
|  | | | |  | | | |  | |  | | |
| Phone Number | | Mobile Number | | Email Address | | | |  | |  | | |
|  | |  | |  | | | | | | | | | |
| Are you at least 18 years old? | | | | At time of hire, will you be able to demonstrate that you are legally authorized to work in the United States?  (Proof of authorization will be required upon employment.) | | | | | | | | | |
| Yes | No | | | Yes | | | No | | |  | | |
| If no, do you have a work permit? | | | | Have You Ever Been Convicted of a Felony? | | | | | | | | | |
| Yes | No | | | Yes | | | No | | |  | | |
|  | | | | | | | | | | | | | |
| **Position** | | | | | | | | | | | | | |
| Position You Are Applying For | | | | | | | | Available start Date | | | | |
|  | | | | | | | |  | | | | |
| Specify Hours Available for Each Day of the Week | | | | Monday | | Tuesday | | Wednesday | Thursday | | Friday | Saturday |
|  | | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | | |
| School Name | | | Location | Years Attended | | | | Degree Received | | Major | | |
|  | | |  |  | | | |  | |  | | |
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| **[** | | | | | | | | | | | | | |
| **Other Qualifications** | | | | | | | | | | | | | |
| Describe the types of equipment you are capable of operating (computers, mobile devices, office equipment, etc.). | | | | | List any trade, professional or skills certificates you hold. | | | | | | | | |
|  | | | | |  | | | | | | | | |
| Summarize special skills, abilities or experiences which qualify you for this position. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Employment History** | | | | | | | | | | | | | |
| **Employer (1)** | |  | | Job Title | | | |  | | Dates Employed | | |
|  | | | |  | | | | | |  | | |
| Work Phone | |  | | Starting Pay Rate | | | |  | | Ending Pay Rate | | |
|  | | | |  | | | | | |  | | |
| Address | |  | | City | | | | State | | Zip | | |
|  | | | |  | | | |  | |  | | |
| **Employer (2)** | |  | | Job Title | | | |  | | Dates Employed | | |
|  | | | |  | | | | | |  | | |
| Work Phone | |  | | Starting Pay Rate | | | |  | | Ending Pay Rate | | |
|  | | | |  | | | | | |  | | |
| Address | |  | | City | | | | State | | Zip | | |
|  | | | |  | | | |  | |  | | |
| **Employer (3)** | |  | | Job Title | | | | | | Dates Employed | | |
|  | | | |  | | | | | |  | | |
| Work Phone | |  | | Starting Pay Rate | | | |  | | Ending Pay Rate | | |
|  | | | |  | | | | | |  | | |
| Address | |  | | City | | | | State | | Zip | | |
|  | | | |  | | | |  | |  | | |
|  | | | | | | | | | | | | | |
| **Professional References** | | | | | | | | | | | | | |
| Name | | | | Title | | | | Company | | Phone | | |
|  | | | |  | | | |  | |  | | |
|  | | | |  | | | |  | |  | | |
|  | | | |  | | | |  | |  | | |
| **Signature Disclaimer** | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | | | | | | | | | | | | | |
| Name (Please Print) | |  | | Signature | | | | | | | | | |
|  | | | |  | | | | | | | | | |
| Date | |  | |
|  | | | |