



105 Wallace Street  
Dale, IN 47523  
(812) 937-7170  
Fax (812) 937-7102

228 E North Street  
Chrisney, IN 47611  
(812) 362-8471  
Fax (812) 362-8471

### Application for Employment

Date of Application: \_\_\_\_\_

The Lincoln Heritage Public Library is an equal opportunity employer. Applicants will be considered without regard to race, color, national origin, religion, sex, age, sexual orientation, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification.

The Lincoln Heritage Public Library will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.

#### GENERAL INFORMATION:

PLEASE PRINT OR TYPE:

NAME \_\_\_\_\_ (Last) (First) (Middle)

ADDRESS \_\_\_\_\_ (Street) (Apt #)

\_\_\_\_\_ (City) (State) (Zip)

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Are you a citizen of the United States? Yes No

If not, can you show proof of legal authorization to work in the United States? Yes No

#### EMPLOYMENT DESIRED:

Type of work or position desired \_\_\_\_\_

Circle one please: full-time      part-time      seasonal

Are you willing and able to work: Saturdays? \_\_\_\_\_ Evenings? \_\_\_\_\_ Days? \_\_\_\_\_

Are you willing and able to work at all locations: Dale or Chrisney? \_\_\_\_\_

When would you be able to start? \_\_\_\_\_ Salary desired? \_\_\_\_\_

#### APPLICABLE SKILLS:

What types of office/ other equipment can you use?

\_\_\_\_\_

\_\_\_\_\_

What computer software can you use/do you use now?

\_\_\_\_\_

\_\_\_\_\_

**APPLICABLE SKILLS (continued):**

Please list any special skills you possess that may apply to this position \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Languages you can read \_\_\_\_\_ Speak \_\_\_\_\_

**EDUCATION:**

High School \_\_\_\_\_

Graduation Date \_\_\_\_\_

College, Business or Trade School \_\_\_\_\_

Dates Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

Graduate or Professional School \_\_\_\_\_

Dates Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Please start with your current or most recent job. Use another page if additional space is necessary.

1. Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Dates of employment \_\_\_\_\_

Titles/Duties \_\_\_\_\_

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

2. Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Dates of employment \_\_\_\_\_

Titles/Duties \_\_\_\_\_

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

3. Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Dates of employment \_\_\_\_\_

Titles/Duties \_\_\_\_\_

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

**EMPLOYMENT HISTORY (continued):**

Please indicate any employers we may NOT contact and the reason

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List special training, certificates, or licenses you have relative to the job for which you are applying

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**REFERENCES:**

(Please do not list relatives)

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Occupation \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Occupation \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Occupation \_\_\_\_\_

**PLEASE READ BEFORE SIGNING:**

I certify that the information shown on this application is correct to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance. By signing below you are consenting to an Indiana criminal background check prior to consideration for a position at the Lincoln Heritage Public Library.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_