MADISON PUBLIC LIBRARY
APPLICATION FOR EMPLOYMENT

Federal and State Laws require that all applicants be considered without regard to race, religion, sex, age, marital status, or national origin.

PERSONAL Date _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Telephone Number _____ How long have you lived at present address? _____

Previous Address _____ How long? _____
Street City State Zip

Have you worked for us before? _____ If YES, when? _____

List any relatives/friends working for us _____

EDUCATION (PLEASE ATTACH A COMPLETE RESUME)

	Name & Location of Schools	Course of Study	Dates Attended	Degree Earned
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
OTHER (Specify)				

PRIOR EMPLOYMENT (ATTACH AN ADDITIONAL SHEET IF MORE SPACE IS REQUIRED)
[Check box next to employer's name indicating those you do not want us to contact.]

☐ Company Name and Address	Telephone		Reason for Leaving
	Period Employed		
Name & Title of Supervisor	From	To	
Job Title & Brief Description	Salary		
	Start $	Final $	
☐ Company Name and Address	Telephone		Reason for Leaving
	Period Employed		
Name & Title of Supervisor	From	To	
Job Title & Brief Description	Salary		
	Start $	Final $	
☐ Company Name and Address	Telephone		Reason for Leaving
	Period Employed		
Name & Title of Supervisor	From	To	
Job Title & Brief Description	Salary		
	Start $	Final $	

REFERENCES (NO RELATIVES, PLEASE)

Name	Relationship	Years Known	Telephone
May we contact your current employer? Yes / No			
Date you are available to begin employment:			
Type of Position you are interested in:			

READ CAREFULLY BEFORE SIGNING

I agree that any claim of lawsuit related to my service with Madison Public Library must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

If you are hired, this Employment Application will become part of your official employment record.

I also certify that the facts contained in this record are true and complete in all respects. If I am employed, any statements I have falsified on this Application shall be grounds for dismissal. I understand that if I am employed, if the Library later determines that this Application, or any other documents or information given in conjunction with the hiring process, contains false, incomplete, inaccurate or misleading information, my employment may be terminated immediately.

I have read and understand what is contained in this statement.

_____
PRINT NAME

_____ _____
APPLICANT'S SIGNATURE **DATE**