

WEBSTER PUBLIC LIBRARY
Application for Employment
Library Page

Date of application _____

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Education:

Have you received a High School or General Equivalency Diploma?

_____ Yes _____ No Expected date of graduation: _____

If no, also circle the highest grade completed: 8 9 10 11 12

Name of high school	Course of major studies	Year graduated
_____	_____	_____

School attended beyond high school level	Major	Degree received
_____	_____	_____
_____	_____	_____

Academic average: _____ Mark one: high school _____ college _____

Do you have working papers? Yes _____ No _____ **Please note:**
Working papers are not required if you are over 18 years of age. For high school students, working papers **are required by the Town of Webster** for insurance purposes. You will need to have the papers in hand on your first day of work. Contact your school office for further information.

Work Experience:

Starting date: _____ Ending date: _____ Hours per week: _____

Name & Address & Telephone of present or last employer: _____

Name of your immediate supervisor _____

Your Job Title and Description of Duties: _____

Volunteer Experience:

Starting date: _____ Ending date: _____ Hours per week: _____

Name & Address & Telephone of nonprofit agency, etc.: _____

Name of your immediate supervisor _____

Your Job Title and Description of Duties: _____

Extracurricular activities: _____

Special Skills: Please itemize any skills you feel would be relevant to this position.

Employment Schedule:

An example of our shifts is 9:00 a.m. until 12:00 p.m., 3 to 6 p.m., or 6 to 9 p.m. **Please circle the day or part of the day that you are available to work on a regular basis:**

Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday
Morning	Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening			

If you are under 18 years of age, please state your date of birth (month/day/year): _____

Are you available to work 12 months of the year? ___Yes ___No

Can you be available on short notice? ___Yes ___No

Describe any other limitation on your employment: _____

Signature: _____ Date _____

Webster Public Library is an Equal Opportunity Employer