

Carnegie Library of McKeesport
Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Are you over age 18? **Yes** **No** If under age 18, list date of birth: _____

Address:

Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available to start, if hired: _____ Desired Salary:
\$ _____

Position Applied for:

Are you a citizen of the U. S.? **Yes** **No** If no, are you authorized to work in the U.S.? **Yes** **No**

Have you ever worked for this company? **Yes** **No** If yes, when? _____

Have you ever been convicted of a felony? **Yes** **No** If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you Graduate.? **Yes** **No** Diploma: _____

If under age 18, please list the name of a teacher we can contact as a reference: _____

College, if any: _____ Address: _____

From: _____ To: _____ Did you Graduate.? **Yes** **No** Degree: _____

Other: _____ Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities:

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Disclaimer and Signature

The Carnegie Library of McKeesport requires all employees to have government clearances (state, federal & child abuse). Have you obtained these clearances within the past 2 years? Yes No

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.

Signature: _____ Date: _____

Carnegie Library of McKeesport

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www.mckeesportlibrary.org