

EMPLOYMENT APPLICATION
Matawan Aberdeen Public Library

AN EQUAL OPPORTUNITY EMPLOYER
M/F/H/V

Employment History

This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the last 10 years. Include periods of military service, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheet if necessary.

| | | |
|---|----------------------------------|--|
| 1 | Last or Present Employer | Telephone () |
| | Address | Employed (Month and Year) From |
| | Supervisor's Name and Title | Earnings (Salary) Start Last |
| | Job Title and Describe your work | Reason for Leaving (If Left) |
| | | |

| | | |
|---|----------------------------------|--|
| 2 | Employer | Telephone () |
| | Address | Employed (Month and Year) From |
| | Supervisor's Name and Title | Earnings (Salary) Start Last |
| | Job Title and Describe your work | Reason for Leaving (If Left) |
| | | |

| | | |
|---|----------------------------------|--|
| 3 | Employer | Telephone () |
| | Address | Employed (Month and Year) From |
| | Supervisor's Name and Title | Earnings (Salary) Start Last |
| | Job Title and Describe your work | Reason for Leaving (If Left) |
| | | |

| | |
|--|--|
| We may contact the employers listed above at the appropriate time unless you indicate those you do not want us to contact. | Do Not Contact Employer Number(s) _____ Reason _____ |
|--|--|

References: Professional Colleagues

| Name | | | Employer/Position | Business Address | Business Phone No. |
|-------|------|------|-------------------|------------------|--------------------|
| First | M.I. | Last | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

This application will be kept in the library's active files only until the position for which it was submitted is filled. Any supporting documents become the property of the MAPL and cannot be returned. If the applicant is not hired, the applicant must complete a new application to be considered for employment.

1. I hereby authorize the Matawan Aberdeen Public Library, either on its own or by and through an agent, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, such as background checks, and, further, authorize my present employer or any former employer or any other party, including any Government or law enforcement agency and the references I have listed, to disclose to the Matawan Aberdeen Public Library any and all letters, reports and other information related to my work records. In addition,

2. I hereby release the Matawan Aberdeen Public Library, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

3. I agree to abide by all rules and regulations of the Matawan Aberdeen Public Library, and I understand that false statements or consequential omissions of any kind are sufficient grounds for denying employment or for dismissal.

4. I have read and understand the above statement. This application is complete and accurate to the best of my knowledge.

Signature _____ Date _____

Revised 7/22/10