

Date: _____

Plymouth Public Library

201 N. Center Street/ Plymouth, IN 46563
Phone 574-936-2324/ Fax 574-936-7423

Employment Application

SECTION 1

Name: _____

Last

First

Middle Initial

Address: _____

Street

City

State/Zip

Phone Number _____ Email: _____

Date of birth if under age 18: _____ If hired, what date could you begin work? _____

Were you previously employed by Plymouth Public Library (PPL)? Yes _____ No _____

Are you applying for: Full time _____ Part time _____ Temporary _____ Evening hours _____ Weekend _____

Hours available: Mon Tue Wed Thur Fri Sat Sun

Applying for: Adult Services _____ Child Services _____ Computer Room _____ Janitor _____

List any relatives or members of the immediate household currently working for PPL _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

(Proof of citizenship or immigration status will be required upon employment)

Yes _____ No _____ Comments _____

A driver's license and/or proof of auto insurance may be required for specific positions due to job related responsibilities. Do you have a current driver's license? Yes _____ No _____

We may contact previous employers listed on the application and/or resume, or provided as a reference, unless you indicate those you do not want us to contact. DO NOT Contact _____

REASON _____

Have you ever been discharged or resigned as a result of or while under investigation for violation of any employer rules or policies? Yes _____ No _____ If yes, reason _____

SECTION 2

RECORD OF EDUCATION

Name of Institution and Location of Institution	Number of Years Attended	Did you graduate? (Y/N)	Degree Minor/Major
High School:			
College:			
Other:			

Can you type? _____ Do you have computer experience? Yes _____ No _____ If yes, please describe: _____

Special interests: Film _____ Storytelling _____ Public Speaking _____ Public Relations _____ Computers _____

Displays _____ Programming _____ Other _____

Any limitations we should be aware of? _____

SECTION 3 List your special qualifications, skills or accomplishments you feel would apply to this specific position.

SECTION 4 Work Experience: Begin with your most recent job. List each job separately.
Please include related volunteer work.

	DATES	EMPLOYERS	DUTIES
1	Month and Year: From	Name of Current or Last Employer	Your Title
	To	Address	Duties Performed: Reason for leaving:
	Hours per week	City, State, Zip Code	
	Salary	Immediate Supervisor Phone Number	
2	Month and Year: From	Name of Current or Last Employer	
To	Address	Duties Performed: Reason for leaving:	
Hours per week	City, State, Zip Code		
Salary	Immediate Supervisor Phone Number		
3	Month and Year: From		Name of Current or Last Employer
To	Address	Duties Performed: Reason for leaving:	
Hours per week	City, State, Zip Code		
Salary	Immediate Supervisor Phone Number		

SECTION 5 REFERENCES

NAME AND ADDRESS	RELATIONSHIP	PHONE

SECTION 6 PPL conducts candidate background checks relevant to position responsibilities upon acceptance of an offer and as a contingency of employment.

I, _____ (please type your name), certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, false answered statements made by me on this application, or any supplement to it will be sufficient cause for failure to employ or for my discharge should I become employed with the Plymouth Public Library.

_____ Date _____ Signature of Applicant