



CAMBRIA COUNTY LIBRARY

EMPLOYMENT APPLICATION

The Cambria County Library is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

PERSONAL			
Last Name	First	Initial	Home Telephone # ()
Other Name(s) Used			Cell Phone # ()
Address		City	Zip Code
Position Applied For		Referred By	Salary Desired
Employment Desired	_____ Full Time	_____ Part Time	_____ Full or Part Time
Have you ever been employed with the Cambria County Library System? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION

Circle Highest Grade Completed

High School	9	10	11	12
College, Trade or Business	1	2	3	4
Graduate Studies	_____			

School	Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
Vocational, Business, Other			

Other Special Knowledge, Skills or Qualifications

Do you type? Yes No If yes, WPM

Computer Skills (Hardware/Software)

EMPLOYMENT HISTORY

List all recent employment. All information must be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary
Employed Until / /			Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

Employed From / /	Employer Name	Supervisor Name	Starting Salary
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Employed Until / /			Ending Salary
Job Title		Reason for Leaving	
Duties & Responsibilities			

GENERAL

Yes No

 May we contact your current employer for references?

 If hired, will you be able to work overtime?

 Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?

 Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by court? (A “yes” response does not automatically disqualify your application)

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Cambria County Library, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Cambria County Library to inquire into my educational, professional and past employment history, references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Cambria County Library and will hold the Cambria County Library harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Cambria County Library to obtain any credit or consumer checks.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Cambria County Library is intended to create an employment contract between myself and the Cambria County Library under which my employment could be terminated at will and may be terminated by me or the Cambria County Library at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document (s) provided with be used for completion of the Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date