



## EMPLOYMENT APPLICATION

Please print.

Date: \_\_\_\_\_

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
Apartment Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone (Cell)

\_\_\_\_\_  
Phone (Home)

\_\_\_\_\_  
Email Address

**Please place a check by your response or provide the appropriate information:**

Are you interested in:       Full Time       Part Time

What schedule would you prefer?       Weekdays       Weekends       Evenings       Nights

Desired Pay:    Hourly Pay \_\_\_\_\_    Annual Pay (Desired) \_\_\_\_\_

When are you able to start?      Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_

**Please check YES or No to the following:**

Are you authorized to work in the US on an unrestricted basis?       Yes       No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Pottstown Regional Public Library will verify the status of every individual offered employment with the Pottstown Regional Public Library (PrPL). All offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you under 18 years of age?       Yes       No

If yes, can you furnish a work permit?       Yes       No

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation?       Yes       No

**Pottstown Regional Public Library** is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, **Pottstown Regional Public Library** complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. **Pottstown Regional Public Library** also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Please list your work experience below, most recent job first.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Position and Title

\_\_\_\_\_  
Supervisor's Name, Title, and Position

\_\_\_\_\_  
Supervisor's Phone Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Start Date (mm/dd/yyyy)

\_\_\_\_\_  
End Date (mm/dd/yyyy)

\_\_\_\_\_  
Starting Salary

\_\_\_\_\_  
Ending Salary

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Position and Title

\_\_\_\_\_  
Supervisor's Name, Title, and Position

\_\_\_\_\_  
Supervisor's Phone Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Start Date (mm/dd/yyyy)

\_\_\_\_\_  
End Date (mm/dd/yyyy)

\_\_\_\_\_  
Starting Salary

\_\_\_\_\_  
Ending Salary

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Position and Title

\_\_\_\_\_  
Supervisor's Name, Title, and Position

\_\_\_\_\_  
Supervisor's Phone Number

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Start Date (mm/dd/yyyy)

\_\_\_\_\_  
End Date (mm/dd/yyyy)

\_\_\_\_\_  
Starting Salary

\_\_\_\_\_  
Ending Salary

Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Company Name

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Position and Title

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Supervisor's Name, Title, and Position

---

Supervisor's Phone Number

---

Street

---

City

---

State

---

Zip Code

---

Start Date (mm/dd/yyyy)

---

End Date (mm/dd/yyyy)

---

Starting Salary

---

Ending Salary

---

Duties:

---

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Reason for leaving:

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**Education:**

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Name and address of school

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Major

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Did you graduate?

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Type of degree or diploma

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High school or prep school

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College

---

College or graduate

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Other

**Professional Designations:**

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Designation

---

Organization granting designation

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Date completed

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Designation

---

Organization granting designation

---

Date completed

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Designation

---

Organization granting designation

---

Date completed

**References**

Please list three (3) professional references:

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Name

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Address

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City

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State

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Phone Number

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Relationship

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**Please read carefully before signing the application.**

I have submitted the attached form to the Pottstown Regional Public Library for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the Pottstown Regional Public Library to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Pottstown Regional Public Library's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Pottstown Regional Public Library in the position I am seeking.

*I understand that this application is not an employment contract for any specific length of time between the Pottstown Regional Public Library and me, and that in the event I am hired, my employment will be "at will" and either the Pottstown Regional Public Library or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Pottstown Regional Public Library to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Pottstown Regional Public Library's part. The Pottstown Regional Public Library may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.*

References: I hereby authorize the Pottstown Regional Public Library and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the Pottstown Regional Public Library and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the Pottstown Regional Public Library and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the Pottstown Regional Public Library and each client to whom I may be assigned which will require the client to pay a fee to the Pottstown Regional Public Library in the event that I accept direct employment with the client, I agree to notify the Pottstown Regional Public Library immediately should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated Pottstown Regional Public Library), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended.

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Signature

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Date