

Office Use Only
Date Application Received: _____
Date Applicant Interviewed: _____

**Application for Employment at
SPIRIT LAKE PUBLIC LIBRARY**

An Equal Opportunity Employer
(If possible, please attach a resume for more information.)

Personal Information

Last Name:	
First Name:	
Social Security Number:	
Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	

Are you eligible to work in the United States? Yes: ☐ No: ☐

Are you under the age of 18? Yes: ☐ No: ☐

Have you ever been convicted of a felony? Yes: ☐ No: ☐

If yes, explain:

Position you are applying for:

What date are you available to begin at Spirit Lake Public Library?

Education

Please list name and location of school, diploma/degree, and years completed.

High School:	
Address:	
Diploma/Degree:	
Years Completed:	

College:	
Address:	
Diploma/Degree:	
Years Completed:	

Grad School:	
Address:	
Diploma/Degree:	
Years Completed:	

Other School:	
Address:	
Diploma/Degree:	
Years Completed:	

Please list any relevant skills, qualifications, or licenses:

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Employment History

List past employers beginning with current or most recent:

Employer 1:	
Address:	Phone Number:
Job Title:	
Supervisor:	
Date Started:	Date Ended:
Work Performed:	
Reason for Leaving:	
May we contact your previous supervisor for a reference? Yes: ☐ No: ☐	

Employer 2:	
Address:	Phone Number:
Job Title:	
Supervisor:	
Date Started:	Date Ended:
Work Performed:	
Reason for Leaving:	
May we contact your previous supervisor for a reference? Yes: ☐ No: ☐	

Employer 3:	
Address:	Phone Number:
Job Title:	
Supervisor:	
Date Started:	Date Ended:
Work Performed:	
Reason for Leaving:	
May we contact your previous supervisor for a reference? Yes: ☐ No: ☐	

References

Do not include relatives.

Name 1:	
Address:	
Phone Number:	
Email Address:	
Relationship to Applicant:	

Name 2:	
Address:	
Phone Number:	
Email Address:	
Relationship to Applicant:	

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Name 3:	
Address:	
Phone Number:	
Email Address:	
Relationship to Applicant:	

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Additional Comments

Please explain why you would like to be a part of the Spirit Lake Public Library team:

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Please describe your work style (e.g., driven, work independently, team player, etc.):

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I HEREBY CERTIFY that this application contains no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application will be rejected and I may be dismissed from service. I further authorize the Spirit Lake Public Library to make all necessary and appropriate investigations to verify the information contained herein.

Signature of Applicant: _____ Date: _____

(If submitting this document electronically with a typed name, you agree that this serves in the place of your handwritten signature.)