



117 Rosehill Avenue, West Grove, PA • 610-869-2004 • fax 610-869-2957 • [www.avongrovelibrary.org](http://www.avongrovelibrary.org)

## APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

### INSTRUCTIONS (please read carefully)

PLEASE PRINT. All requested information must be furnished. Fill in all spaces accurately and completely. If an item does not apply to you, or if there is no information to be given, write “N/A” for “not applicable.” All information contained in the application is subject to verification. Any omissions or erroneous statements may be cause for rejection of this application, removal from eligibility, or discharge from the library.

Avon Grove Library is committed to a policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your work experience and other qualifications will be considered without respect to race, color, religion, sex, national origin, age, disability, or any legally protected status. All information provided in this application will be treated confidentially.

This application pertains only to the position specified. If you wish to be considered for other positions, you must use a separate application.

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cell Number \_\_\_\_\_

Email \_\_\_\_\_

Position desired \_\_\_\_\_ Full time \_\_\_\_ Part time \_\_\_\_

The library is open 52 hours a week, including evenings and Saturdays. Please indicate the days and hours you are willing and able to work.

---

---

1. Have you ever been employed by Avon Grove Library? Yes\_\_\_\_ No\_\_\_\_  
If yes, note department, position, and last date of employment:

\_\_\_\_\_

2. Are you 18 years of age or older? Yes\_\_\_\_ No\_\_\_\_ If no, please state your age: \_\_\_\_\_

3. Date available to start: \_\_\_\_\_ 4. Are you willing to work overtime? Yes\_\_\_\_ No\_\_\_\_

5. May we contact you at your current workplace? Yes \_\_\_\_ No \_\_\_\_

If yes, work number and best time to call: \_\_\_\_\_

6. Do you have a valid driver's license? Yes\_\_ No\_\_ If not, do you have reliable transportation? \_\_\_\_

7. If hired, can you furnish proof that you are legally entitled to work in the U.S.? Yes\_\_\_\_ No\_\_\_\_  
*Proof of citizenship or immigration status will be required upon employment.*

8. Have you ever been convicted of a crime? Yes\_\_\_\_ No\_\_\_\_ If Yes, please give details. Continue on separate sheet if necessary. *Criminal and child abuse clearances are required for this position.*

\_\_\_\_\_

**REFERENCES (no relatives; professional references preferred)**

1. Name\_\_\_\_\_ Address\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

2. Name\_\_\_\_\_ Address\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

3. Name\_\_\_\_\_ Address\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

**EDUCATION**

High School City/State Course of study Degree Earned

College/University City/State Course of study Degree Earned

Graduate School/Trade School/Other City/State Course of study Degree Earned

Please describe the qualities and skills you have that make you suitable for this position. Refer specifically to the job description. You may write more on an additional page or include a résumé or other supporting documents.

---

---

---

---

---

**EXPERIENCE**

Beginning with your present job (or immediate past position), list your most recent employers. *If attaching a résumé, you only need to indicate job title, supervisor information, and reason for leaving.*

Job Title \_\_\_\_\_ Dates worked from/to \_\_\_\_\_

Company Name/City/State \_\_\_\_\_

Duties \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact him/her? Yes \_\_\_ No \_\_\_

If yes, supervisor phone and email \_\_\_\_\_

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



Job Title \_\_\_\_\_ Dates worked from/to \_\_\_\_\_

Company Name/City/State \_\_\_\_\_

Duties \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact him/her? Yes \_\_\_ No \_\_\_

If yes, supervisor phone and email \_\_\_\_\_

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

Job Title \_\_\_\_\_ Dates worked from/to \_\_\_\_\_

Company Name/City/State \_\_\_\_\_

Duties \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact him/her? Yes \_\_\_ No \_\_\_

If yes, supervisor phone and email \_\_\_\_\_

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



Job Title \_\_\_\_\_ Dates worked from/to \_\_\_\_\_

Company Name/City/State \_\_\_\_\_

Duties \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact him/her? Yes \_\_\_ No \_\_\_

If yes, supervisor phone and email \_\_\_\_\_

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

### **AGREEMENT**

I certify that the information contained in this application is true, complete, and correct. I understand that any misstatements, misrepresentations, or deliberate omissions of fact may be grounds for rejection of this application or dismissal in accordance with Library policy. My signature authorizes Avon Grove Library to secure my driving record (if the position applied for requires driving), transcripts from educational institutions to verify credits/degrees, and any information needed to obtain a criminal background check.

I authorize the references provided to give Avon Grove Library any and all information concerning previous employment along with any other pertinent information, and I release all parties from all liability for any damage that may result from furnishing this information. I understand that this is merely an application for employment and that no employment contract is being offered via this document. I understand that if I am employed, such employment is considered "at-will." I also understand that the library may modify wages, benefits, and conditions at any time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*☞ Avon Grove Library is a Member of the Chester County Library System ☜*