



TIPPECANOE COUNTY
PUBLIC LIBRARY

Tippecanoe County Public Library
APPLICATION FOR EMPLOYMENT

Please Print

Today's Date: _____

Your Name: _____
Last First Middle

OPTIONAL:
Pronouns

Preferred name

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: () _____ Email: _____

Position(s) Applying For: _____

Are you under the age of 18 Years? Yes No

Are you legally authorized to work in the U.S.? Yes No

Availability to work: Full Time Part Time
 Evenings Days Weekends

Have you ever been employed with TCPL before? Yes No

If Yes, give date(s) _____

Reason for Leaving:

Do you have any relatives currently employed by TCPL? Yes No

If yes, list name and how related: _____

EDUCATIONAL INFORMATION

| Schools | Name & Location of School | Major | Years Completed | Degree |
|------------------------------|---------------------------|-------|-----------------|--------|
| High School | | | | |
| College | | | | |
| College | | | | |
| College | | | | |
| Business or Technical School | | | | |

WORK EXPERIENCE: Please list your paid work experience beginning with your most recent experience. If you were self-employed, give firm name. Attach additional sheets if necessary.

| | |
|---------------------------------|--|
| Employer Name, City and State: | Dates Employed: Full time or Part time: |
| Position Title / Duties Skills: | Reason for Leaving: |

| | |
|---------------------------------|--|
| Employer Name, City and State: | Dates Employed: Full time or Part time: |
| Position Title / Duties Skills: | Reason for Leaving: |

| | |
|---------------------------------|--|
| Employer Name, City and State: | Dates Employed: Full time or Part time: |
| Position Title / Duties Skills: | Reason for Leaving: |

VOLUNTEER EXPERIENCE: In lieu of no paid work experience, please list your volunteer experience and/or related extra-curricular activities beginning with your most recent experience.

| | |
|---|---|
| Organization or Company Name: Duties and responsibilities: | Dates Volunteered: Full time or Part time: |
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| Organization or Company Name: Duties and responsibilities: | Dates Volunteered: Full time or Part time: |

May we contact your current employer? Yes No

REFERENCES: List three professional references **who are not relatives. One reference must be a supervisor.** This may include professional work colleagues, volunteer and extra-curricular supervisors, coaches, or teachers.

| | | | |
|----------------------------|--------------|------------|--|
| Name: | Email: | | |
| Professional Relationship: | Years Known: | Telephone: | |

| | | | |
|----------------------------|--------------|------------|--|
| Name: | | Email: | |
| Professional Relationship: | Years Known: | Telephone: | |
| Name: | | Email: | |
| Professional Relationship: | Years Known: | Telephone: | |

Have you been convicted of a felony or misdemeanor that has not been expunged by a court?

Yes No

(A conviction record does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.)

If yes, please provide dates and details:

Tippecanoe County Public Library (TCPL) is an equal opportunity employer. TCPL does not discriminate in employment on account of race, religion, color, sex, sexual orientation, disability, Veteran status, national origin, ancestry, or any other protected class as defined by state and federal law.

I understand that Tippecanoe County Public Library may verify information, and that misleading or untruthful answers are cause for rejection of this application, or dismissal if employed. I authorize the release of any information from previous employers or references. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

In the event I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

In the event I am hired by the Tippecanoe County Public Library, I will comply with all established policies and practices.

I certify that all statements made by me on the application are true and complete to the best of my knowledge.

Signature of Applicant

Date