

ATTENTION APPLICANTS

PLEASE READ

The first step in our hiring process is to review each application form submitted to us. The following are important points we feel you should know about our review process:

- 1.** We reject application forms which are not completely filled out, regardless of an applicant's qualifications. This does not include the optional recruitment information sheet, which is not part of your application.
- 2.** You are more than welcome to supplement this application form with a resume. Providing us with a resume does not exclude you from filling out this application form completely. We treat a resume as an indication of interest in employment with the library. An application form provides us with a certain level of like information on each applicant. This makes it easier for us to review each applicant's qualifications and allows us to treat all applicants in a consistent and fair manner.
- 3.** The only means we have of reviewing your qualifications for employment with the library is this application form. It is to your advantage to be explicit when completing this application. If you have certain experiences or certain skills, list them. We will not assume more than what you tell us.
- 4.** After we review all the applications, the most qualified candidates will be invited to participate in other phases of our hiring process. All applicants are judged only on job-related factors.
- 5.** It is the policy of the Hedberg Public Library to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the interview phase of your hiring process, please contact the Business Manager at 758-6605 at least 48 hours in advance. Each request for accommodation will be reviewed on a case by case basis and will be provided unless it is determined by the Library Director to be unreasonable.
- 6.** If you are having problems filling out the application form or if you have any questions, please ask someone in the Business Office for assistance.



APPLICATION FOR EMPLOYMENT

Mail or bring applications to:

HPL Business Office
316 S. Main St.
Janesville, WI 53545-3971

Instructions:

1. PRINT answers in ink or use typewriter.
2. Answer all questions on all sides of this form.
Incomplete applications ARE REJECTED.
3. DATE and SIGN this application on the following page.

POSITION FOR WHICH YOU ARE APPLYING: _____

FULL NAME:

Last _____ First _____ Middle _____

HOME ADDRESS: Number _____ Street _____

City _____ State _____ Zip Code _____

HOME PHONE: _____

HAVE YOU EVER BEEN **CONVICTED** OF ANY VIOLATIONS OF LAW OTHER THAN MINOR TRAFFIC VIOLATIONS? (The library, as a matter of policy, does not use a conviction record unless it is substantially related to circumstances of the particular job) YES NO

For what have you been convicted, when and where? _____

If there were extenuating circumstances of which we should be aware, please state on the back of this application or on an attached sheet.

EDUCATION

Circle the highest grade or year completed in school: 1 2 3 4 5 6 7 8 9 10 11 12

All paid positions require a high school diploma or GED Equivalency

Did you graduate from high school? YES NO
If no, do you have a GED Equivalency? YES NO

NAME AND LOCATION OF HIGH SCHOOL:

TRAINING BEYOND HIGH SCHOOL: (College or University, Vocational, Technical or other schools you have attended.)

Name and location:	Field and length of study:	Degree:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK HISTORY

Begin with your PRESENT employment and work back. Account for all time during the past ten years, including time in military service and while unemployed. Wage approximations are acceptable. Attach additional pages if necessary.

Employer:	Telephone:	From: / / To: / /
Address:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Supervisor's Name and Title (if available):		Hours per week:
Your Title:		Starting wage: \$
Your Duties:		Final wage: \$ Reason for leaving:
Unemployed:		From: / / To: / /
Employer:	Telephone:	From: / / To: / /
Address:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Supervisor's Name and Title (if available):		Hours per week:
Your Title:		Starting wage: \$
Your Duties:		Final wage: \$ Reason for leaving:
Unemployed:		From: / / To: / /

Employer:	Telephone:	From: / / To: / /
Address:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Supervisor's Name and Title (if available):		Hours per week:
Your Title:		Starting wage: \$
Your Duties:		Final wage: \$
		Reason for leaving:
Unemployed:		From: / / To: / /

Employer:	Telephone:	From: / / To: / /
Address:		<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Supervisor's Name and Title (if available):		Hours per week:
Your Title:		Starting wage: \$
Your Duties:		Final wage: \$
		Reason for leaving:

Please list any other experiences, skills or qualifications which you feel are relevant to the job for which you are applying:

Best time to contact you at home is:

May we contact your present employer? YES NO

READ CAREFULLY BEFORE SIGNING

I certify that all answers to the above questions are true and complete. I understand that falsification of this application may result in disqualification or removal from a library position.

I understand that if hired, my employment and compensation could be terminated, with or without cause, and with or without notice, at any time, at either my or HPL's option.

Signature _____ Date _____

APPLICATIONS ARE KEPT ON FILE FOR 6 MONTHS.
AN EQUAL OPPORTUNITY EMPLOYER



RECRUITMENT INFORMATION

This form will NOT become a part of your application for employment. Your answers will neither help nor hinder your chance for library employment. They will, however, help us to assess our recruiting effort. We ask your cooperation in providing us with the following information, although completion of this form is not required.

NAME:

POSITION APPLYING FOR:

RACIAL GROUP:

How do you describe yourself in terms of the following groups?

- A. White/Caucasian
- B. Black/African American
- C. Latin American/Chicano/Puerto Rican/Mexican American/Spanish American/Cuban
- D. Oriental/Asian American
- E. Native American
- F. Other

AGE:

- A. Under 16
- B. 16-40
- C. 41-65
- D. Over 65

SEX:

- Male
- Female

RECRUITMENT:

How did you hear about the position for which you are applying?

- A. Janesville Gazette
- B. Another newspaper (which one: _____)
- C. Professional Journal (which one: _____)
- D. Bulletin Board (where: _____)
- E. Other (explain: _____)

VETERAN STATUS (please check one)

- A. Veteran – branch of service: _____ and years: _____
 - B. Active Reserves
 - C. None
-
-