

C. C. Mellor Memorial Library

1 Pennwood Avenue, Pittsburgh PA 15218 · 412-731-0909 · www.ccmellorlibrary.org

Application for Employment

Date _____ Position Desired _____

Personal Information

Full Name _____

Present address _____

Phone number _____ Email address _____

Are you legally able to work in the United States? Yes No

Are you older than 18? Yes No

If under 18, please give your birth date ____ / ____ / _____ (MM/DD/YYYY)

Do you have a work permit? Yes No

Have you ever been convicted of a felony or serious misdemeanor? Yes No

If yes, explain: _____

Date you can start _____ Total hours available per week _____

Are you available? Daytime Evening Weekend

Education

| | Name & location of school | Last year completed | Did you graduate? |
|------------------------------------|---------------------------|---------------------|-------------------|
| High school | | | |
| College | | | |
| Trade, business or other school | | | |

Medical Information

Are you able to stand for periods up to 5 hours? Yes No

Are you able to lift up to 35 pounds? Yes No

Employment Information

Please list your most recent employers. If we may contact your former supervisor, please put an asterisk next to his/her name.

| Dates worked | Name & address of firm | Name of supervisor | Reason for (From & to) leaving |
|--------------|------------------------|--------------------|--------------------------------|
| | | | |
| | | | |
| | | | |

References

Please list names of two people who are not related to you and not former employers.

| Name | Address | Relationship | Years acquainted |
|------|---------|--------------|------------------|
| | | | |
| | | | |

Other

Please list any other information that you think would be helpful in evaluating you for a position at the library. This could include subjects studied, special skills and talents, volunteer activities, etc.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal. I understand and agree that my employment is for no definite period and may be terminated at will by either myself or C.C. Mellor Memorial Library.

Date _____ Signature _____