



ENRICHING OUR COMMUNITY, EXPANDING OUR WORLD.

EMPLOYMENT APPLICATION

PERSONAL INFORMATION - Please type or print (use ink).

Name _____ Date _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone (____) _____ Business Telephone: (____) _____

E-mail Address _____ Cell Phone (____) _____

POSITION INFORMATION

Position Applied for: _____

Part-time Full-time

Are you over the minimum legal working age for the position for which you are applying? Yes No

When will you be available for work? _____

EDUCATION

List each educational institution attended in chronological order, beginning with most recent.

| NAME OF EDUCATIONAL INSTITUTION | ADDRESS | DATES ATTENDED | DEGREE RECEIVED/DATE |
|---------------------------------|---------|----------------|----------------------|
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PERSONAL INFORMATION

Have you ever been disciplined, discharged or asked to resign from a prior position? Yes No
 If yes, explain the circumstances on a separate sheet and attach to this application.

Have you ever resigned from a prior position after a complaint had been received against you, or your conduct was under investigation or review? Yes No

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes No

Have you ever a) been convicted of a crime, other than a minor traffic offense; or b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense? Yes No

Have you ever been charged with or investigated for misappropriation of funds, embezzlement, stealing or violating confidences in any prior employment situation or otherwise? Yes No

Have you ever been charged with a traffic offense or pleaded guilty or "no contest" (nolo contendere) to a traffic offense? Yes No

If you have answered yes to any of the previous questions, please explain in detail. If you are detailing a legal proceeding, include the date of the court action, the offense in question, and the address of the court involved:

Note: Conviction of a crime is not an automatic bar to employment by the company.

WORK EXPERIENCE – Please list your previous employment history in chronological order, with your present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment.

| COMPANY | POSITION HELD | * | DATE FROM (MO/YR) | DATE TO (MO/YR) | NAME OF SUPERVISOR | ADDRESS OF COMPANY |
|---------|---------------|---|-------------------|-----------------|--------------------|--------------------|
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* Please indicate F for full-time, P for part-time

ADDITIONAL INFORMATION:

List significant experience such as volunteer, military, civic, training or other life experiences not included elsewhere.

REFERENCES

Please identify at least three individuals who have personal knowledge of work abilities and/or personal character (do not include relatives).

| FULL NAME | ADDRESS | POSITION | PRESENT BUS TEL. |
|-----------|---------|----------|------------------|
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IT IS THE POLICY OF PORTLAND PUBLIC LIBRARY TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES TO ALL CANDIDATES FOR EMPLOYMENT REGARDLESS OF AGE, RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR ANY OTHER PROTECTED STATUS.

I certify that all of the information that I provide on this application and in any interviews will be true and accurate. I understand that any falsification of information or misleading or omitted information shall be fully sufficient grounds to refuse to employ me, or having been employed, shall be immediate grounds for dismissal.

My signature below constitutes authorization to check my employment and education history, including without limitation, criminal/driving records, references, and release of investigatory information possessed by any state, local, or federal agency. I further authorize those persons, agencies, or entities that Portland Public Library contacts in connection with my employment application to fully provide Portland Public Library any information on the matters set forth without limitation, and I specifically waive any claims for defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Portland Public Library, its agents or officials, or against any provider of such information.

In consideration of my employment at Portland Public Library, should I be selected, I agree to conform to the rules and regulations of the Library. I understand that I am an "employee at will" and that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the Library or myself. I understand that no employee or representative of Portland Public Library has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Any such modification or agreement to the contrary must be in writing and signed by the Executive Director of Portland Public Library.

I have read this application form carefully, and I understand the meaning of its provisions and agree to abide by them.

Date _____

Signature of Applicant _____