

**Carnegie Public Library
300 West Main Street
Washington, IN 47501
812-254-4586**

APPLICATION FOR STUDENT EMPLOYMENT

MUST BE AT LEAST 16 YEARS OF AGE AND A STUDENT IN HIGH SCHOOL OR COLLEGE

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

PLEASE COMPLETE PAGES 1-2

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

Telephone () _____ Social Security No. _____ - _____ - _____

If less than 18 years of age, can you provide required proof of eligibility to work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

*You will be required to show proof of citizenship or immigration status upon employment.

Grade Level _____ Grade Point Average _____

How many hours can you work weekly? _____ Can you work nights? _____

Do you have transportation to and from work? _____

Do you understand the Dewey Decimal System? _____ Any library experience? _____

What extra-curricular activities are you involved in (sports, band, chorus, etc)? Please list below.

Please check skills and equipment operated: _____ Typewriter _____ Computer _____ Adding Machine _____ Fax
_____ Internet _____ Microsoft Word _____ Microsoft Access _____ Microsoft Excel _____ Microsoft Publisher

Please list other:

Please list two PERSONAL references:

Name _____

Name _____

Address _____

Address _____

Telephone () _____

Telephone () _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Carnegie Public Library; herein referred to as the Library, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Library practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Library or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Director of the Carnegie Public Library. Both the undersigned and Carnegie Public Library may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Library may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Library permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Library from any liability as a result of such contract.

I further understand that my employment with the Library shall be probationary for a period of six (6) months, and further that at any time during the probationary period or thereafter, my employment relation with the Library is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

The Carnegie Public Library is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Library depends solely on your qualifications.

Thank you for completing this application form and for your interest in our institution.