

Resume attached: _____ **Chariton Public Library** Date: _____

Application for Employment

(If you've attached a complete resume, skip the school history, employment history & references.)

Please print clearly!

Name _____ Social Security # _____

Current Address _____

Phone # _____ email address _____

Other contact information _____

_____ Date you can begin work _____

Position applied for _____

What days/hours are you available _____

Have you worked for City of Chariton before? _____ When & what position? _____

School History

High School _____ Date Completed _____

College _____ Degree _____ Date Completed _____

College _____ Degree _____ Date Completed _____

Other _____ Date Completed _____

Other _____ Date Completed _____

Software & Office Equipment experience: **some experience** **familiar** **proficient**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Describe your overall experience & familiarity with technology: _____

Customer Service experience: _____

What skills, qualifications or experiences will you bring to the job? _____

What are your hobbies and interests? _____

Employment History

Please list your last **three** employers and job duties, **most recent first**:

Employer 1: _____ Dates employed _____ Phone: _____

Supervisor: _____ Other Contact Info: _____

Job Title & Duties: _____

Employer 2: _____ Dates employed _____ Phone: _____

Supervisor: _____ Other Contact Info: _____

Job Title & Duties: _____

Employer 3: _____ Dates employed _____ Phone: _____

Supervisor: _____ Other Contact Info: _____

Job Title & Duties: _____

Personal References:

Name & Relationship

Duration of
Relationship

Contact Information

_____	_____	_____
_____	_____	_____
_____	_____	_____