

DATE:

WASHINGTON CARNEGIE PUBLIC LIBRARY  
APPLICATION FOR EMPLOYMENT

STUDENT

Please fill out the application as completely as possible and return the application in person or via postal mail to: Director, Washington Carnegie Public Library, 300 West Main St., Washington, and IN 47501 OR email to info@washingtonpubliclibrary.org

Please Print

<b>NAME:</b> (last) _____ (first) _____ (initial) _____		
<b>HOME ADDRESS:</b> (if different from above) _____ (city) _____ (state) _____ (zip code) _____		<b>HOME TELEPHONE NUMBER</b> ( ) -
<b>E-MAIL ADDRESS:</b> _____		<b>CELL PHONE TELEPHONE NUMBER</b> ( ) -
<b>CURRENT HIGH SCHOOL GRADE CLASSIFICATION:</b> [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior		<b>DO YOU USE TEXTING?</b>
<b>CURRENT COLLEGE GRADE CLASSIFICATION:</b> [ ] Freshman [ ] Sophomore [ ] Junior [ ] Senior		
<b>Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?</b> [ ] Yes [ ] No <b>*You will be required to show proof of citizenship or immigration status upon employment.</b>		
<b>What is your first language?</b> _____		<b>Other languages that you read or speak fluently:</b> _____
<b>Are you at least 16 years of age?</b> [ ] Yes [ ] No <b>If no, when will you be 16?</b> _____		
<b>AVAILABILITY:</b> Students should be available to work at least 2 of the following: 4pm-8pm Monday, Tuesday, after school or 4 pm to 5 pm on Wednesday, Thursday or Friday. Students will work every Saturday from 10am-2pm. Time off will be granted for school functions (not sports but events such as SAT, Prom) and important family functions (reunions, family vacation).		
<b>I CAN WORK THE FOLLOWING EVENINGS:</b> (Rank 1 through 5) [ ] Mon [ ] Tues [ ] Wed [ ] Thurs [ ] Fri		
<b>SKILLS OR INTERESTS YOU POSSESS (Check all that apply)</b>		
[ ] Typing/Keyboarding Speed: (words per minute) _____		
[ ] Operating Systems: (i.e. Windows, UNIX) _____		
[ ] Microsoft Office Programs [ ] Excel [ ] Publisher [ ] PowerPoint [ ] Word		
[ ] Photocopy Machines [ ] FAX Machines [ ] Microfilm Equipment		
[ ] E reader _____ [ ] Tablet _____		
[ ] Other: _____		
<b>Library Services You Have Used:</b>		
[ ] INSPIRE Databases [ ] Electronic Resources: (i.e. Electronic Journals, LEXIS-NEXIS)		
[ ] World Book Online		
[ ] Other _____		
<b>Special Interests/Hobbies:</b> (i.e. music, community service work)		

Please continue application on reverse side

APPLICATION FOR STUDENT EMPLOYMENT (Side 2) - Please Print

WORK EXPERIENCE		
Employer	Duties Performed	Dates of Employment

REFERENCES	
Name & Relationship	Contact information (Phone or email)

OTHER

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

Other comments:

To the best of my knowledge, the above information is correct and true as given.

Signed:

Date: