

# Polo Public Library



## Application for Employment EQUAL OPPORTUNITY EMPLOYER

### Personal Data

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Last Name First M.I. Date

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Street Address Apt. #

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City State ZIP

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Phone Email Address

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Date Available Desired Salary

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Position Applied For

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Are you authorized to work in US?

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Have you ever worked for this company? Yes No If so, when?

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### Education

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High School Address

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From To Did you graduate? Yes No Degree

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College Address

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From To Did you graduate? Yes No Degree

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Other

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From To Did you graduate? Yes No Degree

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**References (Please List 3 personal references who are not family members.)**

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Full Name Relationship

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Company Phone ( )

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Full Name Relationship

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Company Phone ( )

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Full Name Relationship

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Company Phone ( )

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**Previous Employment**

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Company Phone ( )

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Address Supervisor

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Job Title

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Responsibilities

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From To Reason for leaving

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May we contact your previous supervisor for a reference? Yes No

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Company Phone ( )

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Address Supervisor

---

Job Title

---

Responsibilities

---

From To Reason for leaving

---

May we contact your previous supervisor for a reference? Yes No

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Job-related training courses (give title), skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.) current job-related certificates and licenses, honors, awards, special accomplishments, memberships in professional/honor societies, leadership activities, public speaking and performance awards.

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**DISCLAIMER AND SIGNATURE**

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I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

This application and other documents associated with the application will not and does not create an employment contract.

I hereby authorize Polo Public Library District to contact references and previous supervisors for references.

Signature

Date

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