Gloucester City Library

Employment Application

Gloucester City Library
50 N. Railroad Ave., Gloucester City, NJ 08030
Phone (856) 456-4181 – Fax (856) 456-6724
www.gcpl.us
Applicant Information:

Name (Last, First, Middle)__________________________________________________________

Address:__________________________________________________________

City, State Zip:__________________________________________________________

Phone (work)______________________ (home) __________________ (cell)________________

SSN________________________ E-mail______________________________________

Position applied for: ______________________________ Date____________________

Have you ever applied to Gloucester City Library before: ________Yes____No. If yes, please give date____

Date you can start:______________________________________________________

Are you currently employed: ________Yes______No May we contact you at work: ________Yes_____No

May we contact your current employer: ________Yes_________No

Are you currently on layoff status and subject to recall: _________Yes__________No

Do you possess a current driver’s license: __________Yes___________No

If you are under eighteen years of age, can you provide proof of eligibility to work: _______Yes_____No

Are you legally eligible to work in the United States of America: ________Yes____No

Pursuant to Federal Law, proof of US citizenship or Immigration status will be required if you are hired.

Employment is conditional upon the results of the criminal background check.

Gloucester City Library is an Equal Opportunity Employer.

Employment History: This section MUST BE completed even if you attach a resume. List your recent four employers and your major assignments. Begin with the most recent, and include any military service.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Job Title:</th>
<th>Starting Salary</th>
<th>Final Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work performed/responsibilities</td>
<td>Starting Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ending Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for leaving:

Supervisor’s name:

May we contact for a reference: ________Yes_________No
### Employer:

<table>
<thead>
<tr>
<th></th>
<th>Address</th>
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</table>

### Job Title:

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### Work performed/responsibilities

Starting Date: 
Ending Date: 

### Reason for leaving:

### Supervisor’s name

May we contact for a reference: _________ Yes _________ No

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### Employer:

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### Work performed/responsibilities

Starting Date: 
Ending Date: 

### Reason for leaving:

### Supervisor’s name

May we contact for a reference: _________ Yes _________ No

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### Employer:

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### Work performed/responsibilities

Starting Date: 
Ending Date: 

### Reason for leaving:

### Supervisor’s name

May we contact for a reference: _________ Yes _________ No

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### Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

<table>
<thead>
<tr>
<th>School</th>
<th>Years completed (Circle)</th>
<th>Graduated (Circle)</th>
<th>Major Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>High:</td>
<td>1 2 3 4</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>College:</td>
<td>1 2 3 4</td>
<td>Y N</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>1 2 3 4</td>
<td>Y N</td>
<td></td>
</tr>
</tbody>
</table>

### Languages: List any foreign language you know and indicate your level of proficiency.

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak Some:</th>
<th>Speak Fluently:</th>
<th>Read:</th>
<th>Write:</th>
</tr>
</thead>
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</table>
Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Comments & Additional Information: Is there any additional information about you we should consider?

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

References: Provide information of three people whom we may contact as a reference.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number/Address</th>
<th>Position</th>
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Understandings and Agreements:
As an applicant for a position with Gloucester City Library, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if Gloucester City Library later discovers that information on this form was incomplete, untrue, or inaccurate. I give Gloucester City Library the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give Gloucester City Library the right to secure additional job-related information about me. I release Gloucester City Library and its representatives from all liability for seeking such information. I understand that Gloucester City Library is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that Gloucester City Library will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that Gloucester City Library may terminate me at any time in accordance with its established policies and procedures. No representative of Gloucester City Library may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. For your application to be considered, you must sign and date below.

Applicant’s Signature_________________________________________________    Date________________________________
Criminal History Questionnaire: In compliance with the policy of the Board of Trustees of the Gloucester City Library all new applicants are required to complete the questions listed below and return with the application form.

1. Have you ever been convicted of or pled guilty to any type of crime or crimes, including any offenses involving the operation of a motor vehicle while under the influence of drugs or alcohol (but excluding other motor vehicle violations)?
   ______ Yes   _____ No

2. If the answer is yes, provide the following information

   (A) Date of conviction or guilty plea:______________________________________________________________

   (B) The crime or offense involved:________________________________________________________________

   (C) Place of conviction or guilt plea:________________________________________________________________

   (D) The name of the Court involved:________________________________________________________________

   (E) The sentence of the Court:______________________________________________________________________

   (F) If you were placed on probation, the conditions of the probation, and date of termination of the probation:
       ____________________________________________________________________________________________
       ____________________________________________________________________________________________

   (G) Give the details of any rehabilitative work, procedure or programs in which you may have been or are involved:
       ____________________________________________________________________________________________
       ____________________________________________________________________________________________

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT IF ANY INFORMATION PROVIDED BY ME IS FALSE, I AM SUBJECT TO IMMEDIATE TERMINATION OF EMPLOYMENT.

Date:_________________________________ Signature:_________________________________________________________

Note: A conviction will not necessarily be a bar to employment but such factors as age, time of the offense, seriousness and nature of the violation and any rehabilitation activity will be taken into account.
Voluntary Affirmative Action Information: You are NOT required to provide this information. Provide only if you wish. If you provide information on this page, it will be filed separated from the job application. This information will be used only for purposes of the affirmative action program.

Applicant Information:

Name: __________________________________________
Address: _________________________________________
City/town: ________________________________________
Phone: (   ) _______________________________________

Position Applied For: _________________________________

How did you learn about this position: _____Advertisement _____Employment Agency _____Friend _____Relative _____Walk-in _____Other (Explain) __________________________________________

Information Regarding Status

Gender:
____ Male
____ Female

Equal Employment Opportunity Identification groups:
____ White
____ African-American (non-Hispanic)
____ American Indian/Alaskan native
____ Asian/Pacific Islander
____ Other __________________________________________

Other protected Groups:
____ Individual with a disability
____ Vietnam-era veteran (served between 1964 and 1975)
____ Disabled veteran