

Manitowoc-Calumet Library System

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

City, State

Zip

Contact Information:

()

Home Telephone

()

Mobile

Email

How did you learn about our organization?

POSITION SOUGHT: _____

Available Start Date: _____

Desired Pay Range: _____

By Hour or Salary

Are you currently employed? _____

EDUCATION

| | Name and Location | Graduate? – Degree? | Major / Subjects of Study |
|---|-------------------|---------------------|---------------------------|
| High School | | | |
| College or University | | | |
| Specialized Training, Trade School, etc... | | | |
| Other Education | | | |

Describe any education or training you have had which is not covered above, such as technical school, online courses, on-the-job training or volunteer work, which you feel is relevant to the job for which you are applying.

Have you ever been convicted of any violations other than minor traffic violations? **Yes** **No**
If yes, please indicate what you have been convicted of, when and where. (Convictions are not an absolute bar to employment and will be considered only if there is a substantial relationship to the circumstances of this job or if bondability is at issue.)

List three (3) references:

| | | |
|--------|-----------|---------|
| (Name) | (Address) | (Phone) |
| (Name) | (Address) | (Phone) |
| (Name) | (Address) | (Phone) |

PREVIOUS EXPERIENCE

Please list beginning with the most recent

| Dates Employed | Company Name Address & Phone No. | Supervisor | Role/Title |
|-----------------------|---|-------------------|-------------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name Address & Phone No. | Supervisor | Role/Title |
|----------------|-------------------------------------|------------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name Address & Phone No. | Supervisor | Role/Title |
|----------------|-------------------------------------|------------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

| Dates Employed | Company Name Address & Phone No. | Supervisor | Role/Title |
|----------------|-------------------------------------|------------|------------|
| | | | |

Job notes, tasks performed and reason for leaving:

The statements and information in this application form are true and complete to the best of my knowledge. Any misrepresentation or false statement contained hereby may be considered cause for possible dismissal. The Manitowoc-Calumet Library System has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment. I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me.

Dated this _____ day of _____, 20_____.

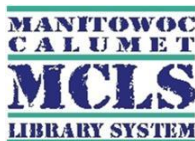
Signature

The Manitowoc-Calumet Library System is an Equal Opportunity Employer and does not discriminate on the basis of disability status in access to or treatment of employment, or in its programs, services or abilities.

The Manitowoc-Calumet Library System seeks to employ those individuals who are most qualified. The Library System does not discriminate in its employment practices against

- Individuals based on race, religion, color, sex or national origin;
- Individuals over 40 years of age; or
- Qualified individuals with disabilities

If accommodation is needed at any time during the hiring process, please notify the Library System Director as soon as possible at 920-553-6257, ext. 2.



**4519 LINCOLN AVENUE
TWO RIVERS, WI 54241
PHONE 920-553-6257 FAX: 920-553-6259
WWW.MCLSWEB.ORG/MCLSWEB/**

AUTHORIZATION AND ACKNOWLEDGEMENT FOR EMPLOYMENT WITH MANITOWOC-CALUMET LIBRARY SYSTEM

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me in this application is incomplete, misleading or incorrect, I may be terminated. I agree that the Manitowoc-Calumet Library System shall not be liable in any respect if my employment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

I also authorize pertinent companies, schools, agencies, municipalities, or persons to give to the Manitowoc-Calumet Library System any information requested related to employment, character, experience and qualifications, and/or suitability for employment with the Manitowoc-Calumet Library System including a check of my fingerprints and police record for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting on such information. I understand that such information is sought with confidentiality and will not be released to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I further understand that I may be asked to undergo a physical examination following an offer of employment, which may include substance abuse screening, prior to an appointment to a position with the Manitowoc-Calumet Library System. Refusal to participate will result in the rejection of my application.

Applicant's Signature: _____

Applicant's Printed Name: _____

Date: _____

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