

## Middletown Township Public Library Employment Application

Please print this application and fill out to apply. Send to wlatona@mtpl.org or bring to the administration office of the Main Branch at 55 New Monmouth Road, Middletown, NJ 07748.

### APPLICATION OF EMPLOYMENT

#### PERSONAL:

Email: \_\_\_\_\_

Last Name	First	Middle	Date
Street Address		Home Telephone (    )	
City, State, Zip		Business Telephone	
Have you every applied for employment with us? <input type="radio"/> Yes <input type="radio"/> No    If yes: Month _____ and Year _____ Location _____    Social Security # _____			
Position Desired:		Pay Expected \$ _____	
Apart from absence for religious observance, are you available for full-time work? <input type="radio"/> Yes <input type="radio"/> No    If not, what hours can you work? _____		Will you work overtime if asked? <input type="radio"/> Yes <input type="radio"/> No	
Are you legally eligible for employment in the United States?		When will you be available to begin work? _____	
Have you been convicted of any crimes in the past ten years, exluding misdemeanors and summary offenses, which have not be annuled, expunged or sealed by a court? <input type="radio"/> Yes <input type="radio"/> No    If "Yes," describe in full _____		Have you ever been bonded? <input type="radio"/> Yes <input type="radio"/> No If "Yes," with what employers? _____	
Have you ever had any indicated finding of child abuse filed in your name? If yes, explain, giving dates: _____		<input type="radio"/> Yes <input type="radio"/> No	
Does your name appear on any sex offender database in any state or country?		<input type="radio"/> Yes <input type="radio"/> No	
Other special training or skills (languages, maching operation, etc.			

#### EDUCATION:

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YRS.	DID YOU	DEGREE OR
			COMPLETED	GRADUATE?	DIPLOMA
Graduate				<input type="radio"/> Yes/ <input type="radio"/> No	
College				<input type="radio"/> Yes/ <input type="radio"/> No	
Bus./Trade				<input type="radio"/> Yes/ <input type="radio"/> No	
H.S.				<input type="radio"/> Yes/ <input type="radio"/> No	
Elem.				<input type="radio"/> Yes/ <input type="radio"/> No	



Check all boxes for days and times that you are available for work.

	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN. (1--5 pm)
9:00 am - Noon							
Noon - 2:00pm							
2:00pm - 5:00pm							
5:00pm - 9:00pm							

YOUR NAME: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Please read and understand this statement before signing your application:**

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the Middletown Township Public Library to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. I also authorize the Middletown Public Library to conduct an investigation into past criminal or drug offenses, and to perform a check on the Statewide Sex Offender database. I will submit to a medical examination and drug test. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations, or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

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I fully understand and accept all terms and conditions in the above statement.

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status marital status, disability, handicap, sexual orientation, citizenship status or any condition prescribed by state or local law.