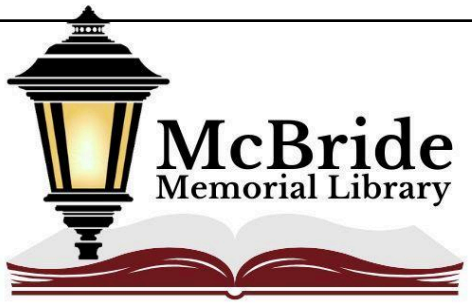

500 North Market Street
Berwick, PA 18603
570-752-2241
mcbridelibrary.org

Employment Application

Applicant Information

Full Name _____ Date _____
Last *First* *M.I.*

Address _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone _____ Email _____

Position Applied for Library Assistant; $12.00/hour

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for the library? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain _____

Education

High School _____ City/State _____

From _____ To _____ Did you graduate? YES ☐ NO ☐

College _____ City/State _____

From _____ To _____ Did you graduate? YES ☐ NO ☐ Degree _____

Other _____ City/State _____

From _____ To _____ Did you graduate? YES ☐ NO ☐ Degree/Cert _____

References

Please list three professional or character references.

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

Previous Employment

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain _____

Disclaimer and Signature

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.

Signature _____ Date _____

Thank you for taking the time to apply for a position at the McBride Memorial Library.
You will be contacted after the close of the application period.
Please contact Library Director **Valerie Johnson at 570-752-2241 ext 212** if you have questions about this position.