

210 Buck Street  
Millville, NJ 08332  
Phone: (856) 825-7087  
Fax: (856) 327-8572

# Millville Public Library

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## Application for Employment

Qualified applicants shall be considered for all positions regardless of their race, creed, color, national origin, ancestry, age, sex, marital status, domestic partnership status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, disability or liability for service in the United States Armed Forces.

Date: \_\_\_\_\_

Position Sought: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

Phone Number: \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Are you currently employed: \_\_\_\_\_ Yes \_\_\_\_\_ No May we contact you at work: \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your current employer: \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you possess a current driver's license: \_\_\_\_\_ 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.

**Note: New employees must undergo a criminal background check. They may begin work pending the results of such check. The employee must initially pay the background-check fee; however, the cost will be reimbursed after six months of successful employment. Results of criminal background checks completed within the past five years will be accepted; however, the library will not reimburse for background checks completed prior to the employee's hiring by the Millville Public Library.**

### FOR OFFICIAL USE ONLY

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Interview Date  
Interviewers

Position  
Date Hired  
Contract Salary  
Start Date  
Credentials Received

Credentials Needed

The Millville Public Library is an Equal Opportunity Employer.

Revised November 10, 2015

**Employment History:** This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain gaps in employment in the space marked comments at the bottom of this page.

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|            |                  |            |                                     |
|------------|------------------|------------|-------------------------------------|
| Employer:  | Date started :   | Date left: | Work Performed/<br>Responsibilities |
| Address:   | Starting Salary: |            |                                     |
| Job Title: | Final Salary:    |            |                                     |

Reason for Leaving:  
Supervisor's name and phone number:  
May we contact for a reference:  Yes  No

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|            |                  |            |                                     |
|------------|------------------|------------|-------------------------------------|
| Employer:  | Date started :   | Date left: | Work Performed/<br>Responsibilities |
| Address:   | Starting Salary: |            |                                     |
| Job Title: | Final Salary:    |            |                                     |

Reason for Leaving:  
Supervisor's name and phone number:  
May we contact for a reference:  Yes  No

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|            |                  |            |                                     |
|------------|------------------|------------|-------------------------------------|
| Employer:  | Date started :   | Date left: | Work Performed/<br>Responsibilities |
| Address:   | Starting Salary: |            |                                     |
| Job Title: | Final Salary:    |            |                                     |

Reason for Leaving:  
Supervisor's name and phone number:  
May we contact for a reference:  Yes  No

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**Comments:**



## Professional and Community Relations

Organizations to which you belong. (Civic, Service, Social)

In what Community projects and/or activities have you participated?

### References

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
| 1. _____            | _____   | _____        |
| _____               |         |              |
| 2. _____            | _____   | _____        |
| _____               |         |              |
| 3. _____            | _____   | _____        |
| _____               |         |              |
| 4. _____            | _____   | _____        |
| _____               |         |              |

I hereby certify that the information herein is a true and complete statement of my personal and professional records to date. I am aware that any falsification on this application will constitute grounds for immediate dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_