



Return original signed applications to:
 Glenwood Public Library
 109 N. Vine Street
 Glenwood, Iowa 51534
 (712) 527-5252
Employment Application
 An Equal Opportunity Employer

Personal Information

Please note: Type or print legibly in black ink; complete all sections.		
Last Name:	First Name:	MI:
Street Address:		
City:	State:	Zip:
Phone: ()	Email Address:	
Do you have a valid Driver's License?		
Have you previously submitted an application with the Glenwood Public Library?		
Position Desired:	Date Available:	
How did you hear about this position?		

Education and Skills

High School graduated from:
College/Degree(s):
Software/Computer Knowledge:

Experience

List last 10 years of work experience. Include Volunteer work and Military Service.

Use additional sheets if necessary.

Name of Employer: _____ **May we contact?** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Supervisor's Name: _____ **Phone Number:** _____

Your Title: _____ **Duties Performed:** _____

Reason for leaving: _____

Name of Employer: _____ **May we contact?** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Supervisor's Name: _____ **Phone Number:** _____

Your Title: _____ **Duties Performed:** _____

Reason for leaving: _____

Name of Employer: _____ **May we contact?** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Supervisor's Name: _____ **Phone Number:** _____

Your Title: _____ **Duties Performed:** _____

Reason for leaving: _____

References

List 3 persons who have knowledge of your competence in the field for which you are applying that we may contact.

Name	Employer	Title	Phone

Personal Questions

Have you ever been convicted of a crime? If yes, explain:

Have you even been placed on probation? If yes, explain:

If hired, can you provide evidence of legal right to work in the USA?

Do you have any physical, mental or medical impairment or disability that would limit your

job performance for the position for which you are applying?

If yes, explain:

Are there any workplace accommodations which would assure better job placement/enable

you to perform your job to your maximum capacity?

Any other information we should consider in regards to hiring you?

Agreement

Agreement of Applicant:

I hereby certify that all statements in this application and accompanying materials are true. I agree and understand that any misrepresentation or deliberate omission of a material fact may be justified for termination or refusal of employment. I authorize the City of Glenwood/Glenwood Public Library to release information as necessary to verify statements made in this application and/or accompanying materials.

I also authorize the employers, schools, or persons named above to give any additional information regarding my qualifications and character. If offered a position, I further agree to submit to a Criminal History Record Check. I further agree to furnish proof of either citizenship or legal right to work in the U.S.

Signature:

Date: