



HIGHLAND PARK PUBLIC LIBRARY

EMPLOYMENT APPLICATION

Notice of Equal Employment Opportunity: The Borough of Highland Park and Highland Park Public Library, in compliance with state and federal anti-discrimination laws, offers equal employment opportunity without regard to the applicant's race, color, religion, gender, age, national origin, disability, sexual or affectional orientation, veteran status, or marital status. The Borough commitment to equal opportunity extends to all terms and conditions of employment. Please note, this application is considered to be inactive after six (6) months. To be considered beyond that time, re-application is required.

Position for which you are applying: _____

Date: _____

Name (*Last, First*) _____

Address _____

City/State/Zip Code _____

Phone (_____) _____ Email _____

Are you legally eligible to work in the United States? YES NO
(In accordance with Federal law, proof of US Citizenship or immigration status will be required upon hire.)

Are you over the age of eighteen (18)? YES NO
(If no, hire is subject to verification that you are of minimum legal age.)

Have you previously been employed by the Borough of Highland Park? YES NO
If yes, when? _____

Do you have any relatives employed by the Borough of Highland Park? YES NO
If yes, name and position: _____

Date you can begin employment: _____

Education

Education	Name of School	Years Completed	Graduated?	Major Field/Degree
<i>High School</i>				
<i>College</i>				
<i>Other</i>				
<i>Other</i>				

Employment History

This section is to be completed even if you attach a resume to your application. List your most recent employers, major assignments within a company, military service, or volunteer efforts.

Company:	Phone:
Address:	Supervisor:
Job Title:	
Responsibilities:	
Reason for Leaving:	Years Employed: From to

Company:	Phone:
Address:	Supervisor:
Job Title:	
Responsibilities:	
Reason for Leaving:	Years Employed: From to

Company:	Phone:
Address:	Supervisor:
Job Title:	
Responsibilities:	
Reason for Leaving:	Years Employed: From to

Professional References

Provide names, addresses and phone numbers of three individuals -- not relatives -- whom we may contact as a reference.

Full Name:	Years Known::	Relationship:
Company:	Phone:	Email:
Full Name:	Years Known::	Relationship:
Company:	Phone:	Email:
Full Name:	Years Known::	Relationship:
Company:	Phone:	Email:

Disclaimer & 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.

For your application to be considered, you must sign and date below.

Print Name

Signature of Applicant

Date