

**James J. Hill Reference Library  
Employment Application  
An Equal Opportunity Employer**

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

**Applicant**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
                     First                    MI                    Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

May we contact you at work? Yes \_\_\_\_\_ No \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Have you been convicted of a crime other than a misdemeanor? Yes \_\_\_ No \_\_\_ If yes, please state date, place and nature of each conviction. (A conviction is not an automatic bar to employment).

Have you had any prior terminations or disciplines for threats or violence? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain.

Have you ever been denied bond? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for what reason? \_\_\_\_\_

Upon an offer, can you provide proof of ability to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employment Record**

List in order with most recent employer first, or attach a current resume. Account for last 10 years, or years worked if less than 10 years, and include self-employment, military service and part-time jobs. You may also include job-related volunteer experience. Use supplemental sheets if necessary.

*Current or Most Recent Position:*

From	To	Job Title	Supervisor's Name	Salary
Company		Location	Reason for Leaving	

Description of duties (include significant responsibilities, accomplishments and contributions):

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*Next Most Recent Position:*

From	To	Job Title	Supervisor's Name	Salary
Company		Location	Reason for Leaving	

Description of duties (include significant responsibilities, accomplishments and contributions):

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*Next Most Recent Position:*

From	To	Job Title	Supervisor's Name	Salary
Company		Location	Reason for Leaving	

Description of duties (include significant responsibilities, accomplishments and contributions):

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**Educational Background**

Name/Location	Degree/Area of Study	Graduated Yes/No
<b>High School</b>		
<b>Colleges/ Universities</b>		
<b>Graduate School</b>		
<b>Technical, Business, Other</b>		

**Recent Employment References**

May we contact your present employer(s) for references? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your previous employer(s) for references? Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a list of confidential references to this application. (Include a peer, a supervisor and a client)

**Please read the following statements carefully and sign this application.**

I certify that all the information I have provided on this application and my attached resume is true and complete to the best of my knowledge. I understand that my resume is part of my application and is attached. I understand that omitting or concealing requested information or giving false information on my application, in my interview(s) or in the process of any pre-employment examinations may result in rejection of my application or termination, if I am hired.

I understand that in accordance with the Immigration Reform and Control Act of 1986, I must provide appropriate documentation to establish my identity and my eligibility for employment, if I am hired. Failure to produce the appropriate documents within the time limits set forth by law will result in termination of my employment.

I agree that, if employed, I will abide by all the policies of the Company. I understand and agree that this application is not intended to be a contract of employment, nor does this application obligate the James J. Hill Reference Library (Library) in any way if the Library decides to employ me. I further understand and agree that, if I am hired, my employment will be at-will and can be terminated by either myself or the Library, with or without notice, at any time, with or without cause. No one has authority to offer me employment on a basis other than at-will, unless the offer is in writing and signed personally by an officer of the Library.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_