

FOR OFFICE USE ONLY

Date of Hire _____
Department _____
Position _____
Schedule _____
Salary _____

Putnam County Public Library
Application Form

PERSONAL INFORMATION

Date: _____

Name: _____

SSN: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Telephone No: _____ E-Mail _____

Type of Work Desired: _____ Date Available: _____ FT _____ Hry _____

SCHEDULE OF TIMES NOT AVAILABLE TO WORK

Mon. From: _____ To: _____ Thur. From: _____ To: _____

Tues. From: _____ To: _____ Fri. From: _____ To: _____

Wed. From: _____ To: _____ Sat. From: _____ To: _____

Sun. From: _____ To: _____

Why Do You Wish To Work For The PCPL: _____

What Office Equipment, Technologies and/or Computer Programs Do You Use: _____

PERSONAL BACKGROUND INFORMATION

If applying for a position involving the driving of Library vehicles, has your driver's license ever been suspended or revoked? Yes _____ No _____ If yes, please explain.

Have you ever been convicted or pled guilty to a felony or misdemeanor? Yes _____ No _____

If yes, please explain: _____

EDUCATION

Names of Schools Attended	Graduated		Major/Minor	Degree Received
	Yes	No		

High School _____

College/University _____

Graduate School _____

Other _____

OTHER SKILLS, KNOWLEDGES AND ABILITIES

1. _____

2. _____

EMPLOYMENT HISTORY - Please list all periods of employment, beginning with the most recent. Attach a second sheet if necessary.

Employer	From	To	Job Title	Salary	Reason for Leaving
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1. _____

2. _____

3. _____

RELEASE

I affirm that all of the information given in this form is accurate and complete to the best of my knowledge and recollection. I hereby voluntarily release from any liability persons providing information to verify this data and personal and/or professional references.

Signature: _____

Date: _____