

Jay County Public Library
Application for Employment

Name: _____ Phone: _____

Address: _____

Email: _____ Referred By: _____

If you are currently employed, may we contact that employer? _____

Supervisor's Name and Telephone: _____

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? _____

Do you have a valid driver's license without restrictions, other than needing visual correction? _____

This job may include a mix of day, evening, and Saturday hours. If you would have conflicts with such hours, give a brief explanation.

The job will entail climbing stairs, stepping up and down on step stools, driving the bookmobile, carrying boxes of books, and using a computer keyboard for example. Do you have any physical conditions which may limit your ability to perform the job applied for? If yes, please explain. _____

I authorize investigation of all statements contained in this application and submitted materials and release from liability any person or employer supplying such information. I certify that the facts and information set forth in my application materials are true and complete to the best of my knowledge and understand that any falsification, misrepresentation or omission of acts will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I understand and agree that any employment which may be offered is "at will," which means it is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without any previous notice. I understand that this application and submitted materials do not constitute an offer of employment.

Date: _____ Signature: _____

Please return application, resume, and references to Eric Hinderliter by: email to ehinderliter@jaycpl.lib.in.us or mail to JCPL 315 N Ship St Portland, IN 47371