

The Wilmington Institute Libraries

<http://wilmington.lib.de.us/>

Wilmington Public Library
10th & Market Streets
Wilmington, DE 19801
(302) 571-7400

North Wilmington Branch
3400 N. Market Street
Wilmington, DE 19802
(302) 761-4290

Application for Employment

The Wilmington Institute Libraries consider all applicants to all positions regardless of age, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap.

PLEASE PRINT

Position(s) _____ Date _____

Location Wilmington (Rodney Square) _____ North Wilmington Branch _____

How did you learn about the position(s)? Select all that apply Referral ___ Job Board ___ In house ___

Have you ever filed an application or worked at the Wilmington Institute Libraries before? Y ___ N ___

Last Name

First Name

Middle Initial

Address

City, State, Zip code

SSN

Telephone number Day _____ Evening _____

Mobile _____ e-mail address _____

Driver's License State I.D.# _____ State _____

(Applicants for Custodian/Messenger positions only) Have you received a summons for a major traffic violation in the past five years? Y ___ N ___

Are you currently employed? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

May we contact your previous employer? _____ Yes _____ No

Are you available to work _____ Full-Time _____ Part-Time

Have you been convicted of a felony with the past 7 years? _____ Yes _____ No
(A conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: _____

Emergency Contact Name and Phone Number _____

Relationship _____

Education

Do you have a high school diploma or GED? Y ___ N ___

School Name	Location (city, state and zip)	Years Completed Indicate Highest Year Completed
Grade School _____	_____	4 / 5 / 6
Middle School _____	_____	7 / 8
High School _____	_____	9 / 10 / 11 / 12
College/University & Course of Study _____	_____	1 / 2 / 3 / 4
Graduate School or Prof. School & Course of Study _____	_____	1 / 2 / 3 / 4
Technical/Vocational/Online _____	_____	1 / 2 / 3 / 4
Are you currently enrolled in school or taking classes? Y ___ N ___		

Work Experience (Please start with the most recent or current position).

Name of Employer	Address			
_____	_____			
From	To	Position	Hourly Rate or Salary Starting Final	Reason for leaving
_____	_____	_____	_____/_____	_____
May we contact this employer? Y ___ N ___				

Name of Employer	Address			
_____	_____			
From	To	Position	Wage/Salary	Reason for leaving
_____	_____	_____	_____	_____

Name of Employer		Address		
<hr/>				
From	To	Position	Wage/Salary	Reason for leaving
<hr/>				

Name of Employer		Address		
<hr/>				
From	To	Position	Wage/Salary	Reason for leaving
<hr/>				

Skillset

Computer	Mac OS	_____	PC	_____
Microsoft Office:	Word	_____	Excel	_____
	PowerPoint	_____	Access	_____
	Outlook	_____		
Other software	_____			
<hr/>				
Office machines				
Fax	_____	Lamination	_____	Copier
Printer	_____	Other	_____	
Library Classification				
Dewey Decimal	_____	Library of Congress	_____	Cutter numbering

Would you be willing to take a typing test for a clerical position? Y___N___				

Military Service

Have you ever been in the military, reserve, or have veteran's status? Y___N___	
Date of service	Start _____ Discharge (veterans) _____
Branch _____	Are you currently active duty? Y___N___
Specialty _____	

ACKNOWLEDMENT AND AUTHORIZATION

I certify that the answers herein are true and completed to the best of my knowledge.

I authorize investigation by the Library of all statement contained in this application as may be necessary for the Library to make an employment decision.

I authorize the Library to disclose sufficient information about me to such persons, employers, institutions, boards, insurance carriers, organization, or agencies as necessary for the Library to make its inquiries concerning my qualifications. I authorize the release of such information and copies of related records to the Library. I release from liability all those who provide information about me without malice during the course of such inquiries.

The application for employment shall be considered active for a period not to exceed six months. Any applicant wishing to be considered for employment beyond six months should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise legally defined, any employment relationship with the Library is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employees at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Library.

I understand that according to the federal law individuals who are hired must, as a condition of employment produce certain documentation to verify their identity and U.S. Citizen status or, if aliens, their legal authorization to work the U.S. As a consequence, I understand that any offer of employment would be with the time period required by law.

In the event that employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, I understand, also, that I am required to abide by all rules, policies and regulations of the employer.

Signature _____ **Date** _____