

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) _____

Location desired: Wilmington (Rodney Square) _____ North Wilmington Branch _____

How did you learn about the position(s)? Referral _____ Job Board _____ In-house _____ Other _____

Have you ever filed an application or worked at the Wilmington Institute Libraries before? Yes _____ No _____

Personal Information:

Last Name _____ First Name _____ Middle Initial _____

Address _____

City, State, Zip _____

Phone: _____ email _____

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 briefly explain: _____

Military Service:

Have you ever been in the military, reserve, or have veteran's status? Yes _____ No _____

Are you currently active duty? Yes _____ Reserves _____ No _____ Veteran _____

Branch _____ Date of service _____

Specialty _____

Employment Information:

(Please list three previous places of employment and indicate if we can contact. If "yes" list a contact person with a phone number to serve as a reference.

Are you seeking: Part-time Full-time

Are you currently employed? Yes No

If so, where? _____

May we contact your present employer? Yes No

Name of contact/supervisor _____ Phone: _____

1). Previous Employer: _____

Dates of employment: _____ Can we contact? Yes No

Contact Person/Supervisor: _____

Contact Information: _____

2). Previous Employer: _____

Dates of employment: _____ Can we contact? Yes No

Contact Person/Supervisor: _____

Contact Information: _____

3). Previous Employer: _____

Dates of employment: _____ Can we contact? Yes No

Contact Person/Supervisor: _____

Contact Information: _____

Education Information:

Do you have a high school diploma or GED? Yes No

Are you currently enrolled in college or classes? Yes No

Do you have a degree? (Check all that apply) Associates Bachelors Masters Doctorate

Institution: _____

Dates: _____ Degree/Diploma: _____

Institution: _____

Dates: _____ Degree/Diploma: _____

Institution: _____

Dates: _____ Degree/Diploma: _____

Institution: _____

Dates: _____ Degree/Diploma: _____

Skillset

Computer Mac OS _____ PC _____

Microsoft Office: Word _____ Excel _____ PowerPoint _____ Access _____ Outlook _____

Other software _____

Office machines: Fax _____ Lamination _____ Copier _____ Printer _____ Other _____

Library Classification: Dewey Decimal _____ Library of Congress _____ Cutter numbering _____

Would you be willing to take a word processing/typing test for a clerical position? Yes _____ N/A _____

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 _____