

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

Telephone number Day _____ Cell _____ Evening _____

e-mail address _____

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		Reason for leaving
			Starting	Final	
_____	_____	_____	_____ / _____	_____	_____
May we contact this employer? Y ___ N ___					

Name of Employer		Address			

From	To	Position	Wage/Salary	Reason for leaving	
_____	_____	_____	_____	_____	
May we contact this employer? Y ___ N ___					

Name of Employer		Address			

From	To	Position	Wage/Salary	Reason for leaving	
_____	_____	_____	_____	_____	

May we contact this employer? Y____ N____

Name of Employer

Address

From To Position Wage/Salary Reason for leaving

May we contact this employer? Y____ N____

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 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 _____