



# Avalon Free Public Library Employment Application

235 32nd St. Avalon NJ 08202 609-967-7155

**INSTRUCTIONS:** Complete application and submit to: [jobs@avalonfreelibrary.org](mailto:jobs@avalonfreelibrary.org)  
Only completed applications will be considered.

*The Avalon Free Public Library considers applicants for all positions without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of non-job-related medical condition or disability, or any other legally protected status. The Library is an equal opportunity employer.*

DATE:

FIRST NAME:

LAST NAME:

PERMANENT ADDRESS:

SUMMER ADDRESS (IF DIFFERENT FROM PERMANENT ADDRESS):

EMAIL ADDRESS:

PHONE:

AVAILABLE START DATE:

AVAILABLE THROUGH:

HAVE YOU EVER WORKED FOR THE AVALON FREE PUBLIC LIBRARY?    YES    NO    IF YES, WHEN:

HAVE YOU EVER BEEN CONVICTED OF A FELONY?    YES    NO

IF YES, EXPLAIN:

IF YOU HAVE HAD RELATIVES THAT HAVE EVER BEEN EMPLOYED BY THE AVALON FREE PUBLIC LIBRARY, LIST NAMES:

ARE YOU AT LEAST 18 YEARS OF AGE?    YES    NO

ARE YOU ABLE TO WORK (check all that apply):

MORNINGS

AFTERNOONS

EVENINGS

WEEKENDS

ARE YOU CURRENTLY WORKING ELSEWHERE FULL TIME: YES NO

ARE YOU CURRENTLY WORKING ELSEWHERE PART TIME: YES NO

DO YOU HAVE PRIOR LIBRARY EMPLOYMENT EXPERIENCE? YES NO

IF YES, WHAT LIBRARY?

FROM TO

DUTIES:

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## EDUCATION

HIGH SCHOOL:

ATTENDED FROM TO

DID YOU GRADUATE? YES NO

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COLLEGE:

ATTENDED FROM TO

DID YOU GRADUATE? YES NO

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OTHER:

ATTENDED FROM TO

DID YOU GRADUATE? YES NO

# EMPLOYMENT HISTORY

EMPLOYER:

PHONE#:

LOCATION:

JOB TITLE:

FROM:

TO:

SUPERVISOR NAME:

RESPONSIBILITIES:

MAY WE CALL YOUR SUPERVISOR FOR A REFERENCE?

YES

NO

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EMPLOYER:

PHONE#:

LOCATION:

JOB TITLE:

FROM:

TO:

SUPERVISOR NAME:

RESPONSIBILITIES:

MAY WE CALL YOUR SUPERVISOR FOR A REFERENCE?

YES

NO

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EMPLOYER:

PHONE#:

LOCATION:

JOB TITLE:

FROM:

TO:

SUPERVISOR NAME:

RESPONSIBILITIES:

MAY WE CALL YOUR SUPERVISOR FOR A REFERENCE?

YES

NO

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**EMPLOYER:**

**PHONE#:**

**LOCATION:**

**JOB TITLE:**

**FROM:**

**TO:**

**SUPERVISOR NAME:**

**RESPONSIBILITIES:**

**MAY WE CALL YOUR SUPERVISOR FOR A REFERENCE?**

**YES**

**NO**

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## **TECHNOLOGY EXPERIENCE**

**DO YOU HAVE EXPERIENCE WITH THE FOLLOWING (check all that apply):**

**MS WINDOWS 7**

**MS WINDOWS 8 or 10**

**MAC**

**MS OFFICE**

**GOOGLE DOCS**

**iOS (iPad, iPhone)**

**ANDROID**

**E-READER DEVICE (i.e. Kindle, Nook)**

**INTERNET SEARCHING**

**OTHER:**

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**BELOW, PLEASE LIST ANY AND ALL RELEVANT CUSTOMER SERVICE EXPERIENCE, PRIOR LIBRARY EXPERIENCE (e.g. volunteer, or as a student worker), WORK EXPERIENCE NOT GIVEN IN EMPLOYMENT HISTORY SECTION OR OTHER VOLUNTEER WORK**

**PLEASE LIST ANY ADDITIONAL RELEVANT DEGREES/CERTIFICATES/AWARDS/SKILLS**

**PLEASE PROVIDE US WITH THREE PROFESSIONAL REFERENCES:**

**NAME:** \_\_\_\_\_ **RELATIONSHIP TO YOU:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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**NAME:** \_\_\_\_\_ **RELATIONSHIP TO YOU:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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**NAME:** \_\_\_\_\_ **RELATIONSHIP TO YOU:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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**DISCLAIMER AND ACCEPTANCE (check box to indicate that you have read and accepted the statement below):**

I certify that my answers are true and complete to the best of my knowledge. I understand and agree that the organization may conduct investigations into my background, including but not limited to, motor vehicle, and criminal records check. I release the organization, its employees and agents, and all persons, companies, partnerships and corporations who would be involved in such investigations, from any liability which may result from such investigation. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. If employed by this organization, I will comply with all rules, regulations, instructions and policies set forth and communicated by the organization. I understand and acknowledge, that if employed, I will be an 'at-will' employee, and that my employment is subject to termination at any time, for any reason, and without advance notice.

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_