



Easton Area Public Library

515 Church St.
Easton, PA 18042
(610) 258-2917
eastonpl.org

Employment Application

Applicant Information

Full Name: _____ Pronouns: _____
Last Name First Name M.I. Pronouns

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____

Date Available: _____ Available to Work: DAYS ☐ NIGHTS ☐ WEEKENDS ☐

Are you legally authorized to work in the United States? YES ☐ NO ☐ Can you provide proof of eligibility to work in the U.S.? YES ☐ NO ☐

Have you ever worked for the Library? YES ☐ NO ☐ If yes, when? _____

Do any of your friends or family work for the Library? YES ☐ NO ☐ If yes, who? _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate: YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate: YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate: YES ☐ NO ☐ Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference? ☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference? ☐ ☐

Professional References

Full Name: _____ Company: _____

Phone: _____ Position Title: _____

Email: _____ Relationship To Applicant: _____

Full Name: _____ Company: _____
Phone: _____ Position Title: _____
Email: _____ Relationship To Applicant: _____

Full Name: _____ Company: _____
Phone: _____ Position Title: _____
Email: _____ Relationship To Applicant: _____

State any additional information, such as special skills, you feel may be helpful to us in considering your application.

Requirement for Background Checks

Upon the offer of employment, applicants for employment with the Easton Area Public Library will be required to submit the following information:

- (i) A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information relating to that person. The criminal history record information shall be limited to that which is disseminated pursuant to 18 Pa.C.S. § 9121(b)(2).
- (ii) A certification from the Department of Human Services as to whether the applicant is named in the statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated report.
- (iii) A Federal (FBI) criminal history record information check. The applicant shall submit a full set of fingerprints in a manner prescribed by the Pennsylvania Department of Human Services or Department of Education. The Pennsylvania Department of Human Services and the Department of Education serves as an intermediary to obtain the FBI criminal history record information check. The library employing the person will keep a copy of each of the clearances for the employees' personnel files. For applicants who are 17 years of age or younger, the State Police may not maintain criminal information. However, Pennsylvania law requires that criminal history records checks be conducted on all prospective employees, including those 17 years of age or younger. Therefore, a criminal records check shall be requested on individuals 17 years of age or younger, and a report of "no information available" will be considered compliance. Clearances obtained in order to serve as a volunteer may not be used for employment purposes.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I also authorize investigation of all statements in this application for employment as may be necessary to consider my employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this library is of an "at will" nature, which means that I may resign at any time, giving required notice, and the library may discharge me 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 supervisor of the library.

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

Signature: _____

Date: _____