



Application for Employment v. 1/20/14

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE PRINT, COMPLETE, AND MAIL TO: Fairfield Public Library, 104 West Adams, Fairfield, IA 52556 Attn: Director

Date of application _____

Position(s) applied for _____

Referral source [] Ad [] Friend or relative [] Walk-in [] Other _____

Your name _____

Your address _____

Home phone _____ Cell phone _____ Email _____

If employed & you are <18, can you furnish a work permit? [] N/A [] No [] Yes

Have you filed an application here before? [] No [] Yes, in year _____

Have you ever been employed by the City of Fairfield? [] No [] Yes, in dept _____

Are you currently employed? [] No [] Yes, at _____

May we contact your present employer? [] No [] Yes

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Proof of citizenship or immigration status will be required upon employment. [] No [] Yes

On what date would you be available for work? _____

Are you available to work [] Full-time [] Part-time [] Temporary

Will you work [] Evenings [] Saturdays [] Sundays

Are you on a lay-off and subject to recall? [] No [] Yes

Can you use your personal vehicle if the job requires it? [] No [] Yes

Have you been convicted of a felony within the last 7 years? [] No [] Yes

The City of Fairfield includes a background check as part of its hiring procedures.

If yes, please explain _____

Are you a veteran of the U.S. military service? [] No [] Yes, branch _____

Please provide name, address, and telephone number for three references who are not related to you and are not previous employers.

Special employment notice to disabled veterans, Vietnam Era veterans, and individuals with physical or mental handicaps: Government contractors are subject to 38 USC 2012 of the Viet Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973 as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals. If you are a disabled veteran or have a physical or mental handicap, you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below

- Handicapped individual
- Disabled veteran
- Vietnam Era veteran

Signed _____

Employment Experience

*Please start with your most recent position, and work your way back in time.
Be sure to provide the names of your direct supervisors.*

#1: Most recent position

Employer	Direct supervisor
City	Work dates from _____ to _____
Phone	Pay rate from \$ _____ to \$ _____
Job title	Work performed
Reason for leaving	

#2

Employer	Direct supervisor
City	Work dates from _____ to _____
Phone	Pay rate from \$ _____ to \$ _____
Job title	Work performed
Reason for leaving	

#3

Employer	Direct supervisor
City	Work dates from _____ to _____
Phone	Pay rate from \$ _____ to \$ _____
Job title	Work performed
Reason for leaving	

#4

Employer	Direct supervisor
City	Work dates from _____ to _____
Phone	Pay rate from \$ _____ to \$ _____
Job title	Work performed
Reason for leaving	

#5

Employer	Direct supervisor
City	Work dates from _____ to _____
Phone	Pay rate from \$ _____ to \$ _____
Job title	Work performed
Reason for leaving	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing. In the event of 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 and regulations of the employer.

Signature of applicant _____ Date _____

Fairfield Public Library adheres to a five-step routine for hiring:

- 1. Screening interview by phone*
- 2. Topgrading interview with our Library Director*
- 3. Focused interview, which includes at least one additional staff member*
- 4. Reference interviews, in which we contact previous employers*
- 5. Background checks, via Internet and local police department*

When we have a job opening, we post it under the “Job Openings” tab in our website at www.fairfield.lib.ia.us. Front desk employees can provide you with an expected deadline for filling the position. Thank you for your interest in Fairfield Public Library.

For Library Use Only