

Employment Application

Wisconsin Valley Library Service
300 North First Street
Wausau WI 54403
715-261-7250
e-mail director@wvls.org

Date _____

Wisconsin Valley Library Service is an equal opportunity employer, and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of Wisconsin Valley Library Service to provide employment, compensations, and other benefits related to employment, based on qualifications - without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, Wisconsin Valley Library Service intends to comply fully with all federal and state laws, and the information requested on this application will not be used for any purpose prohibited by law. Applicants who have disabilities may request any needed accommodation.

Please print clearly and be sure to sign this application.

Name: _____

Address:

Street

City

State

Zip

Main Phone: _____ Secondary Phone: _____

e-mail _____

If the job requires unusual hours, weekends or night work, and accommodations are made for your religious needs, can you accept the position? Yes _____ No _____

Do you have a valid Wisconsin Driver's License and car insurance? Yes _____ No _____

Education & Special Skills

Please list relevant education if it does not already appear on your resume.

List any special skills or qualifications, which you feel, are relevant to the job for which you are applying.

Employment History

Please give accurate and complete information. Start with present or most recent employer:

| |
|--|
| Company name |
| Telephone number |
| Address |
| Employed from / / to / / |
| Name of supervisor |
| Hourly pay: Start Last |
| Position and responsibilities: |
| Reason for leaving: |

| |
|--|
| Company name |
| Telephone number |
| Address |
| Employed from / / to / / |
| Name of supervisor |
| Hourly pay: Start Last |
| Position and responsibilities: |
| Reason for leaving: |

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|--|
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| Telephone number |
| Address |
| Employed from / / to / / |
| Name of supervisor |
| Hourly pay: Start Last |
| Position and responsibilities: |
| Reason for leaving: |

May we communicate with your present employer? Yes _____ No _____

References & Certification

Please list three references, if not included with resume:

| | | |
|------|---------|-------|
| Name | Address | Phone |
| | | |
| Name | Address | Phone |
| | | |
| Name | Address | Phone |
| | | |

Please read the following statements carefully before you sign your name.

I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers (present employers upon applicant permission only), persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement, or omissions by me in the application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to Wisconsin Valley Library Service. I have read, understand and agree to the above statement. (Please initial here.) _____

I further understand that no representative of Wisconsin Valley Library Service has the authority to enter into any agreement for employment for any specified period of time and that Wisconsin Valley Library Service is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by Wisconsin Valley Library Service. I have read, understand and agree to the above statement. (Please initial here.) _____

I understand that false information on this application will result in immediate termination. (Please initial here.) _____

Signature

Date