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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FOR EMPLOYMENT**  **Applications are only accepted for current open positions and must be fully completed to be considered. Complete each section, even if you attach a resume. If you need assistance or an accommodation to** **apply contact** [**application@vigolibrary.org**](mailto:application@vigolibrary.org) **or phone 812-645-3627**  **EQUAL OPPORTUNITY EMPLOYER** | | | | | | | | | | |  | | | | | | | | | | | |
| **VCPL is committed to the principle and practice of equal employment opportunity and prohibits discrimination and harassment of any kind. Employment decisions are based on job requirements and individual qualifications without regard to race, color, religion, national origin, disability, age, gender, gender identification or expression, sexual orientation, genetic information, veteran status, family or parental status, and any other applicable federal, state, or local laws governing nondiscrimination in employment terms or conditions.** | | | | | | | | | | | | | | | | | | | | | | |
| **Personal Information** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Name (First Middle and Last)** | | | | | **Address** | | | | | | | | | **City** | | | | | | | **State** | **Zip** |
|  | | | | |  | | | | | | | | |  | | | | | | |  |  |
| **Phone number** | | | | | **Email address** | | | | | | | | | **Preferred method of contact** | | | | | | | | |
|  | | | | |  | | | | | | | | | **Email**  **Phone**  **Other** | | | | | | | | |
| **Are you legally eligible to work in the United States?** | | | | | | | | | | | | | | **Are you under the age of 18?** | | | | | | | | |
| **Yes**  **No** | | | | | | | | | | | | | | **Yes**  **No** | | | | | | | | |
| **Are you currently employed?** | | | | | | | | **May we contact your current employer?** | | | | | | | | | | | | | | |
| **Yes  No** | | | | | | | | **Yes  No** | | | | | | | | | | | | | | |
| **Have you ever been employed by VCPL?** | | | | | | | | **Are you related to a current VCPL employee or Board member?** | | | | | | | | | | | | | | |
| **Yes  No** | | | | | | | | **Yes  No** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Position** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Position you are applying for** | | | | | | | | | | **Available start date** | | | | | | | | | **Wage/Salary expectation** | | | |
|  | | | | | | | | | |  | | | | | | | | |  | | | |
| **Days of the week you are available to work** | | | | | | | | | | | | | | | | | | | | | | |
| **All**  **Mon**  **Tue**  **Wed**  **Thu**  **Fri**  **Sat**  **Sun** | | | | | | | | | | | | | | | | | | | | | | |
| **On the days that you are available to work, are there times between 8am – 8:15pm Mon – Thu; 8am – 6:15pm Fri; 8am – 5:15pm Sat; or 1-5:15pm Sun when you are not available to work?** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
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| **Education and Training** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **High School** | | **Level completed** | | | | | | | | | | | | | **Name of School/Program, City, State** | | | | | | | |
|  | | **HS Diploma**  **GED/HSE/Other**  **Did not complete** | | | | | | | | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **College or Vocational** | | **Degree OR number of credit hours completed** | | | | | | | | | | | | | **Name of School, City, State** | | | | | | | |
|  | | **A.A./A.S.**  **B.A./B.S. in:** | | | |  | | | | | | |  | |  | | | | | | | |
|  | | **Completed** | | **Credit hours completed toward:** | | | | |  | | | |  | |  | | | | | | | |
|  | |  | |  | | | | |  | | | |  | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Graduate School** | | **Degree OR number of credit hours completed** | | | | | | | | | | | | | **Name of School, City, State** | | | | | | | |
|  | | **Masters**  **Doctoral in:** | | | |  | | | | | | |  | |  | | | | | | | |
|  | | **Completed** | | **Credit hours completed toward:** | | | | |  | | | |  | |  | | | | | | | |
|  | |  | |  | | | | |  | | | |  | |  | | | | | | | |
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| **Other Credentials** | | **Degree / License / Certification** | | | | | | | | | | | | | **Name of School/Association, City, State** | | | | | | | |
|  | |  | | | | | | | | | | | | |  | | | | | | | |
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| **Special skills education/training (computers, technology, languages, project management, etc.)** | | | | | | | | | | | | | | | | | | | | | | |
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| **Employment and Work History** | | | | | | | | | | | | | | | | | | | | | | |
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| List your work history in order of employment beginning with your present or most recent employer. You may include volunteer work and service in the Armed Forces as part of your work history. | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Employer** | | | | | | | **Address** | | | | | | | | | | | | | **Phone** | | |
|  | | | | | | |  | | | | | | | | | | | | |  | | |
| **Job Title** | | | | | | | **Supervisor** | | | | | | | | | | | | | **Start date – End date** | | |
|  | | | | | | |  | | | | | | | | | | | | |  | | |
| **Use this employer as a work reference?** | | | | | | | **If yes, provide contact information if different from above.** | | | | | | | | | | | | | | | |
| **Yes  No** | | | | | | |  | | | | | | | | | | | | | | | |
| **Duties/responsibilities/skills** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Employer** | | | | | | **Address** | | | | | | | | | | | | | | **Phone** | | |
|  | | | | | |  | | | | | | | | | | | | | |  | | |
| **Job Title** | | | | | | **Supervisor** | | | | | | | | | | | | | | **Start date – End date** | | |
|  | | | | | |  | | | | | | | | | | | | | |  | | |
| **Use this employer as a work reference?** | | | | | | **If yes, provide contact information if different from above.** | | | | | | | | | | | | | | | | |
| **Yes  No** | | | | | |  | | | | | | | | | | | | | | | | |
| **Duties/responsibilities/skills** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Employer** | | | | | | **Address** | | | | | | | | | | | | | | **Phone** | | |
|  | | | | | |  | | | | | | | | | | | | | |  | | |
| **Job Title** | | | | | | **Supervisor** | | | | | | | | | | | | | | **Start date – End date** | | |
|  | | | | | |  | | | | | | | | | | | | | |  | | |
| **Use this employer as a work reference?** | | | | | | **If yes, provide contact information if different from above.** | | | | | | | | | | | | | | | | |
| **Yes  No** | | | | | |  | | | | | | | | | | | | | | | | |
| **Duties/responsibilities/skills** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Employer** | | | | | | **Address** | | | | | | | | | | | | | | **Phone** | | |
|  | | | | | |  | | | | | | | | | | | | | |  | | |
| **Job Title** | | | | | | **Supervisor** | | | | | | | | | | | | | | **Start date – End date** | | |
|  | | | | | |  | | | | | | | | | | | | | |  | | |
| **Use this employer as a work reference?** | | | | | | **If yes, provide contact information if different from above.** | | | | | | | | | | | | | | | | |
| **Yes  No** | | | | | |  | | | | | | | | | | | | | | | | |
| **Duties/responsibilities/skills** | | | | | | | | | | | | | | | | | | | | | | |
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| **I hereby certify that the information I’ve provided for consideration of employment is accurate and complete. I understand that falsification of information is grounds for denial of employment, or if hired, termination. I understand that this application does not constitute a guarantee or contract of employment. I understand that VCPL is an at-will employer and that if employed, either I or VCPL may terminate my employment at any time and for any reason, with or without cause and without prior notice.** | | | | | | | | | | | | | | | | | | | | | | |
| **Signature** |  | | | | | | | | | | | | | | | **Date** |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Vigo County Public Library** | | | **680 Poplar Street | Terre Haute, IN 47807** | | | | | | | | | **812.232.1113** | | | | | | **www.vigolibrary.org** | | | | |

**P**