

## RUSSELL LIBRARY APPLICATION FOR EMPLOYMENT AND EXAMINATION

Name: \_\_\_\_\_, \_\_\_\_\_  
Last First Middle Initial

If there is any other name by which you have been known, which Russell Library should be aware of in order to verify your identity, employment history or educational background, please provide such names:

Today's date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Position(s) you are applying for: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Number & Street

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please check employment desired:  Full time  Part time  Temporary Hours available: \_\_\_\_\_

Email Address: \_\_\_\_\_

**General Instructions:** Please respond to every question on the application form, but do not include extra information. If a question does not apply to you, please write "N/A" in the space provided. If you need more space to respond to a question, please attach a separate sheet, preceding each answer with the number of the question you are answering. Failure to respond to a question may result in your application not being considered.



*A Gateway to the Future of Middletown*

### RUSSELL LIBRARY

123 Broad Street

Middletown CT 06457

Telephone (860) 347-2528

Russell Library is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, Russell Library complies with all applicable Federal and State laws that prohibit discrimination against applicants for employment on the basis of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, genetic information, present or past history of mental disorder, mental retardation, learning disability or physical disability, including but not limited to blindness. Minorities, women and Veterans of the Uniformed Services are encouraged to submit applications to Russell Library. If you require reasonable accommodation to complete the application and/or interview process please speak with the person who provided this application.

Please answer Yes or No to each of the following questions:

Over the age of 18? yes no A previous applicant? yes no A previous employee? yes no

Legally able to work in the U.S.? yes no (If hired, you must complete a Form I-9 for verification.)

Licensed driver with a car available: yes no (Answer only if the position you seek requires a license.)

Have you ever served in the U.S Armed Forces: yes no

Please provide the following information for each job you have held during the past fifteen (15) years, starting with your most recent employment: (Use extra sheet if needed.)

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Title/Position Held: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Title/Position Held: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Title/Position Held: \_\_\_\_\_  
Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Dates employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Educational Background:

Secondary Education: (Please list all high schools that you attended.)

<u>High School Name</u>	<u>Location</u>	<u>Attended/Completed</u>	<u>Diploma/Certificate</u>

Higher Education: (Please list all schools that you attended since high school.)

<u>Name</u>	<u>City/State</u>	<u>Dates/Years Attended/Completed</u>	<u>Degree(s)/ Diploma(s)</u>

List major/minor courses that you completed that would be of benefit in the position you are applying for:

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List any special skill(s), certification(s), license(s) or similar credentials you have that would be of benefit in the position you are applying for:

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Are you able to perform the specific job functions listed on the description for the position you are applying for? \_\_\_yes \_\_\_no

If your answer is no, please list the specific job functions that you cannot perform:

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Please list three personal references, other than family members, who have known you for at least three years:

	<u>Name</u>	<u>Years Known</u>	<u>Address</u>	<u>Phone No.</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Please provide any additional information about yourself, or your employment/education background, that you feel reflects upon your ability to perform the duties of the job you are applying for:

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**ACKNOWLEDGEMENT AND RELEASE TO OBTAIN INFORMATION**

I have answered all of the above questions to the best of my ability. I hereby certify that there are no omissions of any kind, and no misrepresentations or falsifications, and that the above answers are true and accurate and are made in good faith. I understand and acknowledge that any omission I have made or misrepresentation or falsification may be grounds to discontinue further consideration of my application, or for immediate termination of my employment at any time if already hired. In the event of my employment by Russell Library, I will comply with all rules and regulations as set forth in Russell Library’s policy manual or the communications distributed to all employees, and as the same may from time to time be amended.

I hereby authorize and voluntarily release Russell Library to conduct any necessary inquiries and collect any necessary information as to my character, reputation, and ability to perform in the position I am applying for, including but not limited to review any personnel file maintained by my current or former employers, review of my educational and employment references and background, a criminal conviction history check, a consumer report or investigative consumer report, and I release from any liability any and all former employers or educators, or personal or other references who supply Russell Library with information about my background, education or employment history. I understand that, upon receiving a conditional offer of hire from Russell Library, I may be required to pass a medical examination prior to actual employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**QUESTIONS RELATED TO ANY CRIMINAL HISTORY**

Please read the following information **first**, then answer the questions below:

“Conviction” for this application, means a final judgment or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. “Conviction” does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are not required to disclose any arrest(s), criminal charge(s) or conviction(s) the record(s) of which have been erased under law. Such records can include records of a finding of delinquency or that a child was a member of a family with service needs (Conn. Gen Stat. 46b-146), adjudication of youthful offender status (Conn. Gen. Stat. 54-76o), criminal charges dismissed or nolloed, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon (Conn. Gen. Stat. 54-142a). Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath.

Should you have any questions about answering questions on this application, or your rights concerning erased records, please inquire of Arthur S. Meyers, Library Director. Background checks are required of all new employees. Note: A history of criminal conviction(s) will not necessarily bar consideration of employment. Factors such as the time, seriousness and nature of the offense, as well as rehabilitation, will be taken into account.

Have you ever been convicted of a crime?  yes  no  
If yes please explain.

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Are there any criminal charges currently pending against you?  yes  no If yes, please explain:

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Have you ever had a complaint or lawsuit against you for any action taken in the course of your employment, or for any action outside of your employment based on alleged injury, risk of injury, threatening or other misconduct toward another person?  yes  no If yes, please explain:

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Have you ever been discharged, resigned under threat of discipline or discharge, or entered into an agreement with an employer that changed a disciplinary action or discharge to a resignation?  yes  no If yes, explain.

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**VOLUNTARY SELF-IDENTIFICATION  
(CONFIDENTIAL – FOR STATISTICAL USE ONLY)**

Russell Library is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law. The information below will be used only in the compilation of data for Affirmative Action reports or similar government requirements.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. Please return this page with – but separate from – your application.

**If you choose to respond to any or all of the questions below, please print each of your responses.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Applicant's Zip Code: \_\_\_\_\_ Sex (circle one) M F

Ethnic Group: (Please check one of the descriptions below for the ethnic group with which you most identify.)

- American Indian or Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Hispanic or Latino (All races)

Veteran: (Circle) yes no

Please identify where you learned about an employment opportunity with Russell Library.

- Friend or relative  
 Connecticut Department of Labor  
 Posting on Russell Library web site  
 Posting on a public bulletin board (location) \_\_\_\_\_  
 Posting by an agency, congregation, or social organization  
 Posting by a school or college (specify) \_\_\_\_\_  
 Library listserv (specify) \_\_\_\_\_  
 Newspaper or professional journal (specify) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_