



**EMPLOYMENT HISTORY**

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List work experience and **attach additional pages as necessary**. A resume cannot be substituted but can be included with the application. Start with the current or most recent employer.

**Employer** \_\_\_\_\_

**Job Title** \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**From (mo/yr)** \_\_\_\_\_ **To (mo/yr)** \_\_\_\_\_ Hours worked per week \_\_\_\_\_ Salary \_\_\_\_\_  
per \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Duties:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving:**

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**Employer** \_\_\_\_\_

**Job Title** \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**From (mo/yr)** \_\_\_\_\_ **To (mo/yr)** \_\_\_\_\_ Hours worked per week \_\_\_\_\_  
Salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**Duties:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving:**

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**Employer** \_\_\_\_\_

**Job Title** \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**From (mo/yr)** \_\_\_\_\_ **To (mo/yr)** \_\_\_\_\_ Hours worked per week \_\_\_\_\_ salary \_\_\_\_\_ per \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

May we contact this employer? \_\_\_\_\_ Yes No \_\_\_\_\_

**Duties:**

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**Reason for leaving:**

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**SPECIALIZED KNOWLEDGE AND SKILLS**

Integrated Library Systems: Yes \_\_\_\_\_ No \_\_\_\_\_ Name(s) \_\_\_\_\_

Other:

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**PROFESSIONAL REFERENCES (other than immediate or extended family)**

NAME	ADDRESS	PHONE	Years Known

Before date of hire, the Library will require the applicant to undergo a background check which may include pre-employment drug screen (after contingent offer is made) and DMV ( if driving is a job requirement).

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## **Authorization and Release**

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I certify that answers given on this application are true and complete to the best of my knowledge. I understand that all sections of this application must be completed in full to be considered for employment. I authorize the investigation of all statements and the contacting of references and/or all former employers as may be necessary in making the hiring decision.

All job offers are contingent upon the review of references, background checks, pre-employment drug screen (if applicable) and DMV (if applicable). I hereby understand and acknowledge that any employment relationship with NAF CPL is of an "at will" nature, which means the employee may resign at any time and the employer may terminate the employee at any time with or without cause.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

**Name (Please Print Clearly)** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return completed application to:**  
**New Albany-Floyd County Public Library**  
**Human Resources Office**  
**180 W. Spring Street**  
**New Albany, IN 47150**

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