



## WORK EXPERIENCE

Beginning with your *most recent* employment or volunteer work, list your previous work experience. Be sure to include employment which prepared you for the position for which you are now applying.

|                                   |   |
|-----------------------------------|---|
| ▼ PLACE OF EMPLOYMENT             | TELEPHONE NUMBER OF EMPLOYER  |
| ADDRESS OF EMPLOYER               | DATES EMPLOYED FROM: TO:  |
| TYPE OF BUSINESS                  | FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> |
| JOB TITLE AND DESCRIPTION OF WORK | NAME OF SUPERVISOR  |
|                                   | REASON FOR LEAVING  |
| ▼ PLACE OF EMPLOYMENT             | TELEPHONE NUMBER OF EMPLOYER  |
| ADDRESS OF EMPLOYER               | DATES EMPLOYED FROM: TO:  |
| TYPE OF BUSINESS                  | FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> |
| JOB TITLE AND DESCRIPTION OF WORK | NAME OF SUPERVISOR  |
|                                   | REASON FOR LEAVING  |

|                                   |   |
|-----------------------------------|---|
| ▼ PLACE OF EMPLOYMENT             | TELEPHONE NUMBER OF EMPLOYER  |
| ADDRESS OF EMPLOYER               | DATES EMPLOYED FROM: TO:  |
| TYPE OF BUSINESS                  | FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> |
| JOB TITLE AND DESCRIPTION OF WORK | NAME OF SUPERVISOR  |
|                                   | REASON FOR LEAVING  |

■ Use additional sheets for any further information, or attach your résumé.

May we contact your present employer? Yes  No

Were you previously employed by the library or City of Paris? Yes  No

Are you eligible to work in the United States? Yes  No

**ACQUIRED SKILLS**

List below any professional, craft, trade, or office skills and abilities which relate to the position for which you are applying (e.g. filing, typing speed, special vehicle licenses, computer/software). Include years of experience, and ratings.

| SKILLS | YEARS/RATING | SKILLS | YEARS/RATING |
|--------|--------------|--------|--------------|
|        |              |        |              |
|        |              |        |              |
|        |              |        |              |

**PROFESSIONAL REFERENCES**

Please provide at least two employment references.

| NAME | COMPANY | PHONE |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |

**OPTIONAL: PERSONAL REFERENCES**

You may provide one or two personal references, other than current or former employers.

| NAME | RELATIONSHIP | PHONE |
|------|--------------|-------|
|      |              |       |
|      |              |       |

**APPLICANT'S STATEMENT**

I do hereby give my consent to my references (professional and personal) to release pertinent information about my qualifications and fitness for the position for which I have applied with Paris Carnegie Public Library. I hereby certify that the 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. In the event that I am offered employment by Paris Carnegie Public Library, I understand that any false or misleading information given in my application or interview may result in discharge.

I also understand that neither this document nor any offer of employment constitutes an employment contract.

SIGNATURE OF APPLICANT