

CHPL

Employment Application



CHERRY HILL PUBLIC LIBRARY

1100 Kings Highway North
Cherry Hill, New Jersey 08034
(856) 667-0300
(856) 667-9503 Fax
www.chplnj.org

Name : _____

Date : _____

Cherry Hill Public Library
APPLICATION FOR EMPLOYMENT
Cherry Hill Public Library
1100 Kings Hwy North, Cherry Hill, NJ 08034
Phone (856)667-0300 Fax (856)667-9503

* * * * * PERSONAL * * * * *

Date: _____

Last Name: _____ First: _____ Middle: _____

Address: _____

Phone: _____ Social Security # _____

Position Desired: _____ Salary Desired _____

Full Time _____ Part Time _____ Date Available: _____

Have you ever applied here before? _____ When? _____

Are you related to anyone who works here? _____

Are you a citizen of the United States? _____

List special training or skills relevant to position desired:

May we contact your present employer? _____ Past employers? _____

* * * * * EDUCATION * * * * *

School	Name & Location	Course of Study	Attended From/To	Degree or Diploma Completed
Graduate				
College				
Business/ Trade/ Technical				
Secondary				

* * * * * EMPLOYMENT * * * * *

Please give accurate and complete information. Start with your most recent employer.

Company Name: _____

Address: _____
Supervisor's Name: _____ Telephone: _____
Job title & description of work: _____
Employed from _____ to _____ Salary _____
Reason for leaving _____

* * * * *

Company Name: _____
Address: _____
Supervisor's Name: _____ Telephone: _____
Job title & description of work: _____
Employed from _____ to _____ Salary _____
Reason for leaving _____

* * * * *

Company Name: _____
Address: _____
Supervisor's Name: _____ Telephone: _____
Job title & description of work: _____
Employed from _____ to _____ Salary _____
Reason for leaving _____

* * * * * **SIGNATURE** * * * * *

The information provided in this application is true, correct and complete. If employed any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

The Cherry Hill Public Library is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

_____ Date _____ Signature

CHERRY HILL PUBLIC LIBRARY
CRIMINAL HISTORY QUESTIONNAIRE

In compliance with the policy of the Board of Trustees of the Cherry Hill Public Library all new applicants are required to complete the questions listed below and return with the application form.

1. Have you ever been convicted of or pled guilty to any type of crime or crimes, including any offenses involving the operation of a motor vehicle while under the influence of drugs or alcohol (but excluding other motor vehicle violations)? _____ yes _____ no

2. If the answer is yes, provide the following information:

(A) Date of conviction or guilty plea: _____

- (B) The crime or offense involved: _____
- (C) Place of conviction or guilt plea: _____
- (D) The name of the Court involved: _____
- (E) The sentence of the Court: _____
- (F) If you were placed on probation, the conditions of the probation, and date of termination of the probation:
- _____
- _____

- (G) Give the details of any rehabilitative work, procedures or programs in which you may have been or are involved:
- _____
- _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT IF ANY INFORMATION PROVIDED BY ME IS FALSE, I AM SUBJECT TO IMMEDIATE TERMINATION OF EMPLOYMENT.

Date: _____ Signature: _____

Note: A conviction will not necessarily be a bar to employment but such factors as age, time of the offense, seriousness and nature of the violation and any rehabilitation activity will be taken into account.