



Adams County Library System  
140 Baltimore Street  
Gettysburg, PA 17325  
717-334-5716  
[hr@adamslibrary.org](mailto:hr@adamslibrary.org)

## **EMPLOYMENT APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Referred by: \_\_\_\_\_

Are you legally authorized to work in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you previously been employed with the Adams County Library System? \_\_\_\_ Yes \_\_\_\_ No

If yes, give dates of employment and position \_\_\_\_\_

Position Applied For \_\_\_\_\_ Salary expected \_\_\_\_\_

### **EDUCATION**

Elementary School \_\_\_\_\_

High School \_\_\_\_\_

College \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Degree \_\_\_\_\_

Graduate School \_\_\_\_\_ Degree \_\_\_\_\_

### **PERSONAL REFERENCES (other than relatives)**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

### **MILITARY SERVICE**

Branch of Service \_\_\_\_\_ Dates of Service \_\_\_\_\_

**EMPLOYMENT HISTORY**  
**(List last position first)**

**Company** \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Name and Title of your immediate supervisor \_\_\_\_\_

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

Your duties and responsibilities

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

Rate of pay \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Company** \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Name and Title of your immediate supervisor \_\_\_\_\_

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

Your duties and responsibilities

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

Rate of pay \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**ALL APPLICANTS READ THE FOLLOWING  
STATEMENTS CAREFULLY AND SIGN BELOW**

- 1) I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.
- 2) I understand this is not an offer of employment or contract, and that if hired, the employment will be "at will".
- 3) I understand that as a condition of employment, I will be required to provide Pennsylvania & Federal criminal history background checks, as well as Pennsylvania Child Abuse History Clearance.

I have read, understand and agree to the above statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_