

# LIBRARY CONNECTION, INC.

PO Box 308  
WINDSOR, CT 06095

## APPLICATION FOR EMPLOYMENT: PART 1 (PRE-INTERVIEW)

Library Connection, Inc. ("The Company") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Company considers applicants for all positions without regard to race, color, religion, gender, pregnancy, national origin/ancestry, age, disability, marital status, military/veteran status, sexual orientation, gender identity/expression, genetic information, hair texture/protective hairstyles, status as a domestic violence victim, erased criminal record or any other characteristic protected by applicable local, federal or state law.

### PERSONAL AND POSITION INFORMATION

Last Name	First Name	Middle			
Address	Number	Street	City	State	Zip Code
Telephone Number(s): Home		Work	Cell		
Email Address:					

Position(s) applied for: \_\_\_\_\_ Hourly Rate/Salary desired? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_ Are you available to work:  Full-time  Part-time

Days available to work:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
___ AM - ___ PM							
___ AM - ___ PM							
___ AM - ___ PM							

- Are you either a U.S. citizen or an alien authorized to work in the United States?  Yes  No
- Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?  Yes  No
- If employment is offered, can you produce documentation required by law to establish work authorization and identity?  Yes  No
- Are you currently on "lay-off" status and subject to recall?  Yes  No
- Can you work overtime if your job requires it?  Yes  No
- Can you travel if your job requires it?  Yes  No
- Do you have reliable transportation to and from work?  Yes  No
- If your job requires you to use a personal vehicle, would you have one to use?  Yes  No
- Can you provide a valid driver's license and proof of insurance if required to drive?  Yes  No

Have you ever applied to or worked at this Company before?  Yes  No

If yes, list dates of employment, location/department/position and (if applicable) former name:

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Do you have any friends or relatives working at the Company?

Yes  No

If yes, list name and relationship to you:

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### EDUCATION AND TRAINING

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	Name and Address of School	Course of Study	Years Completed	Diploma/Degree GPA
High School, Prep School		N/A	9 10 11 12	
College, University			1 2 3 4	
Graduate, Trade, Business School				

Academic Scholarships/Awards \_\_\_\_\_

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Describe any licenses or certifications (type, which state(s), date(s), license number(s)) \_\_\_\_\_

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Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain: \_\_\_\_\_

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Military Service (Dates, Branch, Characterization of Discharge) \_\_\_\_\_

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List any skills or knowledge relevant to the job for which you are applying that you think may be helpful to us in considering your application:

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**EMPLOYMENT EXPERIENCE**

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Have you ever been dismissed, involuntarily terminated or terminated by mutual agreement?  Yes  No  
Have you ever been asked/forced to resign or given choice to resign rather than termination?  Yes  No  
If yes, please explain: \_\_\_\_\_

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Starting with your **most recent employment**, provide your **complete** employment history for the past 10 years. Include any job-related military service assignments and volunteer activities. Please be aware that your current and previous employers may be contacted. If you provide a resume, you must still provide all this information.

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Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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(If you need additional space, please continue on back of application or attach additional sheets.)

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**PROFESSIONAL REFERENCES FOR EMPLOYMENT**

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Please provide names of 3 professional references, not related to you, whom you have known at least one year.

<u>NAME</u>	<u>TITLE/ADDRESS</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

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**SKILLS AND EXPERIENCE**

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State any other skills or experience relevant to the job for which you are applying that you think may be helpful to us in considering your application:

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**NOTICE REGARDING POLYGRAPH TESTS**

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No applicant or employee shall be required to take a polygraph test or any form of mechanical or electrical lie detector test as a condition of employment or as a condition of continued employment.

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**AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION**

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I certify that the answers given in this application are true to the best of my knowledge, I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate Library Connection, Inc or any of its business affiliates (hereafter "the Company").

*In consideration of my employment, I agree to conform to the policies and procedures of the Company, as they may from time to time be implemented or revised, and that my employment and compensation are "at-will" and can be terminated with or without cause at any time for any lawful reason at the option of either the Company or myself.* I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of the Company that in any way would limit the Company's right to terminate my employment at will. I understand that no supervisory, management or any other employee at the Company has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of the Company or conduct of anyone at the Company should be interpreted to make such a guarantee, unless the Executive Director of the Company specifically agrees to such change in writing signed by both parties.

I understand that false or misleading information given in my application, resume, interview or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered. I understand that acceptance for employment shall depend on satisfactory replies from my references and any other required background checks or pre-employment tests. I

understand that if I am paid a weekly salary rather than an hourly rate, my salary is intended to compensate me for all hours I work, including any hours in excess of 40 hours in a work week.

**I have read, understood and agree to the foregoing.**

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

\_\_\_\_\_  
Date