APPLICATION FOR EMPLOYMENT

201 Bishop Hollow Road • Newtown Square, PA 19073 • 610-353-1022 • newtownlibrary.org

The mission of the Newtown Public Library is to encourage the joy of reading, the exploration of ideas, and the pursuit of lifelong learning for all.

All employees of Newtown Public Library must be able to obtain Pennsylvania child protection clearances, including Pennsylvania State Police Criminal History, Pennsylvania Child Abuse History Clearance, and FBI fingerprint clearance, as required by law.

PERSONAL INFORMATION	
Name	
Address	
City / State / Zip	
Email Address	
Telephone Number	
Are you at least 18 years of age?	☐ Yes ☐ No

POSITION INFORMATION	
Position Applied For	
Date Available to Start	

AVAILABILITY			
Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

EDUCATION			
School	Name and Location	Years Attended	Major/Degree Earned
High School			
College			
Graduate School			
Other			

ADDITIONAL SKILLS OR TRAINING

EMPLOYMENT HISTORY (List last three employers, most recent first)	
Company/Firm	
Address	
Supervisor	
Dates of Employment	
Duties	
Reason for Leaving	
Company/Firm	
Address	
Supervisor	
Dates of Employment	
Duties	
Reason for Leaving	
Company/Firm	
Address	
Supervisor	
Dates of Employment	
Duties	
Reason for Leaving	

REFERENCES (Professional)			
Name	Phone or Email	Relationship	Years Known

CUSTOMER SERVICE EXPERIENCE
Newtown Public Library provides public service to patrons of all ages. Please describe any experience you have working with the public or providing customer service.

WORK AUTHORIZATION
Are you legally authorized to work in the United States? ☐ Yes ☐ No

CRIMINAL HISTORY
Have you ever been convicted of a criminal offense that has not been expunged or sealed? ☐ Yes ☐ No *A conviction will not necessarily disqualify an applicant from employment.*

APPLICANT CERTIFICATION
I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that providing false, misleading, or incomplete information may result in disqualification from consideration for employment or termination of employment if discovered after hire. I authorize Newtown Public Library to verify the information contained in this application and to contact my former employers, references, and educational institutions for the purpose of evaluating my qualifications for employment. I understand that employment with Newtown Public Library is **at-will**, meaning that either the employee or the Library may terminate employment at any time, with or without cause or notice, consistent with applicable law. If offered employment, I agree to obtain and maintain all required background clearances, including the Pennsylvania State Police Criminal History Record Check, Pennsylvania Child Abuse History Clearance, and FBI fingerprint clearance, as required by law. Continued employment may be contingent upon the results of these clearances. **By signing below, or by submitting this application electronically, I acknowledge that I have read, understood, and agree to the statements above.**

Signature	
Date	

Newtown Public Library is an Equal Opportunity Employer.