



Application for Employment
EQUAL OPPORTUNITY EMPLOYER

Personal Data

| | | |
|--|---------------------------------|---|
| Name (last, first, middle) | | Date |
| Address | | |
| City | State | Zip Code |
| Primary Phone | Secondary Phone | Email |
| If employed, can you provide proof of authorization to work in the U.S.? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Position applying for | | Date available to start |
| How did you hear about us? (Please include name of person or agency) | | <input type="checkbox"/> Ad <input type="checkbox"/> Friend |
| <input type="checkbox"/> Relative | <input type="checkbox"/> Agency | <input type="checkbox"/> Other |

Employment History

Begin with most recent employer. Attach additional sheet if needed.

| | |
|-------------------------|--|
| 1. Employer | Dates of Employment |
| Address | |
| Phone | |
| Supervisor's Name/Title | May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Title | Duties |
| Reason for Leaving | |

| | |
|-------------------------|--|
| 2. Employer | Dates of Employment |
| Address | |
| Phone | |
| Supervisor's Name/Title | May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Title | Duties |
| Reason for Leaving | |

| | |
|-------------------------|--|
| 3. Employer | Dates of Employment |
| Address | |
| Phone | |
| Supervisor's Name/Title | May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Title | Duties |
| Reason for Leaving | |



Education Record

| | Name and Address | No. Years Completed | Did you graduate? | Degree Earned |
|-----------------|------------------|---------------------|-------------------|---------------|
| High School | | | Yes No | |
| College | | | Yes No | |
| Graduate | | | Yes No | |
| Trade/Technical | | | Yes No | |
| Other | | | Yes No | |

Professional References

Please list three professional references.

1. Name _____ Occupation/Company _____
 Relationship _____ Years Known _____
 Address _____ Phone _____ Email _____

2. Name _____ Occupation/Company _____
 Relationship _____ Years Known _____
 Address _____ Phone _____ Email _____

3. Name _____ Occupation/Company _____
 Relationship _____ Years Known _____
 Address _____ Phone _____ Email _____



Additional Information

Have you been employed here before? Yes No If yes, list dates

PrairieCat is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment in every location in which the organization has employees. Should any applicant require a reasonable accommodation in the application process, contact Elizabeth Smith at elizabeth.smith@railslibraries.info for assistance.

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date

Applicant Reference Release

I hereby authorize **PrairieCat** ("the Company") to contact any company, person, or educational institution I listed as a reference on my employment application. I hereby allow any company, person, or educational institute I listed as a reference on my employment application to disclose any information they may have regarding my qualifications for employment, including but not limited to employment dates, descriptions of jobs performed, and personal attributes. *This form is used for employment verification only.*

Name _____

Permanent Address _____

Phone Number _____

I declare that the facts set forth in my application are true and complete. I understand that if I am employed, false information stated in this application shall be sufficient cause for dismissal.

Applicant Signature: _____

Date: _____