



**Application for Employment**  
EQUAL OPPORTUNITY EMPLOYER

**Personal Data**

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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

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**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	

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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	

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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	

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**Education Record**

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	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**

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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**

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

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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 Chelsey DeSplinter [chelsey.desplinter@railslibraries.info](mailto:chelsey.desplinter@railslibraries.info) for assistance.

**Applicant's Signature**

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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.

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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:** \_\_\_\_\_