

# Employment Application

Monticello Public Library  
PO Box 149  
512 East Lake Avenue  
Monticello, WI 53570  
(608)938-4011

## Contract Information

Please print all information

Date of Application: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Available Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Middle initial) (Last)

Phones: (primary): (\_\_\_\_\_) (2nd) (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

## General Information

Hours the library is open are the following: 9 am- 5:30 p.m. Monday & Friday, 9am-7:30 p.m. Tuesday-Thursday, 9am- noon Saturday

Days you are available to work: \_\_\_\_\_

Hours are you available to work: \_\_\_\_\_

Full Time  Part Time

Are you American Citizen?  Yes  No Are you eligible to work in the United States?  Yes  No

Have you ever been convicted of a crime other than a misdemeanor or summary offenses which have not been expunged by a court?  No  Yes If yes, please explain: (Use separate sheet.)

## Education

School Attended	Location	Years Attended	Degree Received	Major

Other Training, certifications or licenses held:

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**Employment**

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Position: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

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

May we contact them?  Yes  No

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Position: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

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

May we contact them?  Yes  No

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Position: \_\_\_\_\_

Duties Performed: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

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

May we contact them?  Yes  No

If more room is required please attach an additional piece of paper.

**References**

Name	Title	Company	Phone

**Acknowledgement and Authorization**

I hereby certify that all the statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand that any misstatements or omissions of material fact will subject me to disqualification or, if hired, dismissal.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with the Monticello Public Library Board creates an actual or implied contract of employment. I understand that, if I accept employment with the Monticello Public Library Board, it will be on an at-will basis. This means that either the Monticello Public Library Board or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by the Village of Monticello, as a condition of my employment. I release and hold harmless the Village of Monticello, agents and employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize the Monticello Public Library Board, its officers, agents and employees to conduct a background criminal check, which may include but not be limited to a check with the Dept. of Transportation, credit bureaus, previous employers, any secondary school, college, university or other educational institution or any law enforcement agency prior to making a decision regarding employment. I release and hold harmless the Monticello Public Library Board, their officers, agents and employees and the person(s) providing the information gathered from any liability related to the performance or result of the check.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

The Monticello Public Library Board is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Monticello Public Library depends solely on your qualifications.

In accordance with the Immigration Reform and Control Act of 1986, the Village will employ only those persons legally authorized to work in the United States. Employment, if offered, is conditioned upon the individual's ability to establish verification of identity and authorization to work within three (3) business days of commencement of employment.

Do you want this application for employment to be exempt from Wisconsin's public records law and public access denied to your identity as an applicant?  Yes  No

(Note: Sec. 19.36(7), Wis. Stats. provides, however, that governmental units MUST provide public access to any record that reveals the identity of an applicant who is selected as a "final candidate" for any local public office.)

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P.O. Box 149

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Phone: 608-938-4011

E-mail: [mntlibr7@tds.net](mailto:mntlibr7@tds.net)