

**POCONO MOUNTAIN PUBLIC LIBRARY  
EMPLOYMENT APPLICATION**

5500 Municipal Drive, Tobyhanna, PA 18466  
[www.poconomountpl.org](http://www.poconomountpl.org) 570-894-8860

Date:			
Last Name:		First Name:	Middle Name:
Street Address:		City:	State: Zip Code:
Telephone Number:	Email:		
Do you have current security clearances as per PA Keeping Kids Safe? <i>We do not interview or offer paid work to individuals without clearances.</i>			Yes ___ No ___
Position Applied For: <b>Part time</b> <b>Public Services Staff</b>			
Available to work:			
Days: <b>X</b>	Evenings: <b>X</b>		
When would you be available to start work?			
Have you worked here before?	Yes ___ No ___	If yes, when? From _____ To _____	
Have you volunteered here before?	Yes ___ No ___	If yes, when? From _____ To _____	
Are you under 18 years of age?		Yes ___	No ___
Can you provide required proof of eligibility to work?		Yes ___	No ___
Are you prevented from lawfully becoming employed in the U.S. because of Immigration Status or Visa?		Yes ___	No ___
Have you been convicted of a felony within the last 7 years? <i>Applicants are required to obtain criminal background clearances for an offer of work at the library.</i>		Yes ___	No ___
Do you have any disability that would prevent you from carrying out your job duties? <u>If YES, please explain below :</u>		Yes ___	No ___
Are you able to stand for a few hours, bend, stoop, use a step stool, lift up to 40 pounds, use your hands, type, and read a computer screen? <u>If No to any of the above, please explain:</u>		Yes ___	No ___
Are you currently employed?		Yes ___	No ___
If yes, can we contact your current employer?		Yes ___	No ___
[Name your current employer]	[Contact Person]	[Phone Number]	

**EDUCATION**

<b>High School Name &amp; Address:</b>	<b>Years Completed:</b>
	From _____ To _____ Did you graduate? Yes _____ No _____
<b>Phone Number:</b>	<b>Degree Earned:</b> _____

<b>College Name &amp; Address:</b>	<b>Years Completed:</b>
	From _____ To _____ Did you graduate? Yes _____ No _____
<b>Major Area of Study:</b>	<b>Degree Earned:</b> _____

**Other Trade, Graduate or Professional Training or Degrees:**

<b>Name &amp; Address:</b>	<b>Years Completed:</b>
	From _____ To _____ Did you graduate? Yes _____ No _____
<b>Major Area of Study:</b>	<b>Degree Earned:</b> _____

**Do you have any other skills (language, computer, etc.) or training that you would like to tell us about?  
Please explain.**

**Do you have any memberships or are you involved with other associations that you would like to tell us about?  
Please explain.**

**EMPLOYMENT EXPERIENCES**

Start with your most recent position.

You may include *meaningful* volunteer work if it was in a library.

Employer Name, Address, Phone Number	Position/Work Performed	Dates Worked Month/Year to Month/Year
1.		
Reason For Leaving:		

2.		
Reason For Leaving:		

3.		
Reason For Leaving:		

4.		
Reason For Leaving:		

**Job Related/Professional References**

**You *must* provide references. Applications without references will be rejected. Personal references are not accepted.** If you are a High School student, you may use a teacher or volunteer coordinator as a reference with their permission, or we can negotiate appropriate references.

Name	Address	Telephone Number & Email
1.		
2.		
3.		

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**All applicants must submit the following clearances in their original form to be considered for an interview.**

- PA State Police Criminal Record Checks for Employment
- PA Child Abuse History Clearance
- FBI Criminal History Record with Fingerprinting

**The library does not interview candidates without valid clearances. Any offer of paid work is invalid if clearances are not current or are flagged for violations. Information/records must be no more than 3 years old. Pennsylvania's public libraries are official Mandated Reporter agencies and must abide by the PA Keep Kids Safe program. Eligible teens have different guidelines. The applicant is responsible for obtaining clearances.**

**Information on obtaining necessary clearances can be obtained at:**

<http://www.keepkidssafe.pa.gov/resources/clearances/index.htm>

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I certify that all answers are true and complete to the best of my knowledge. I also authorize investigation of all statements in this application for employment as may be necessary to consider my employment. I will provide listed background clearances before paid work is offered or initiated.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this library is of an "at will" nature, which means that I may resign at any time, giving required notice, and the library may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized supervisor of the library.

All new employees at the library will be subject to a 90 day probationary period, at the end of which time, the library may discharge the employee "at will". New employees are not eligible for any benefits including time off requests and sick time off requests before the end of the 90 day probationary period.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand that I am required to abide by all rules and regulations of the library.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Pocono Mountain Public Library is an Equal Opportunity/Affirmative Action/ADA Employer.  
Pocono Mountain Public Library is an independent 501(c)3 corporation, and is supported by tax funds from Coolbaugh Township and Mount Pocono Borough, as well as annual funds from the Pennsylvania Public Library Subsidy, and generous donors and grantors.*