



261 Main St., Norwich, CT 06360  
 www.otislibrarynorwich.org  
 (860) 889-2365 Fax (860) 889-2533

## APPLICATION FOR EMPLOYMENT

### EQUAL EMPLOYMENT OPPORTUNITY

Otis Library will not, except if otherwise permitted or required by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability or other protected status under State, Federal or Local Equal Opportunity Laws with respect to making hiring and like decisions or other terms and conditions of employment.

#### GENERAL INFORMATION

Please answer all questions and print legibly.

#### NAME

\_\_\_\_\_  
 First Middle Last

#### ADDRESS

\_\_\_\_\_  
 Street City State Zip

(if less than three years at current address)

#### PREVIOUS ADDRESS

\_\_\_\_\_  
 Street City State Zip

SOCIAL SECURITY # \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

CHECK ONE: FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

SALARY REQUIREMENTS \_\_\_\_\_

DATES AVAILABLE TO WORK: \_\_\_\_\_

HOW WERE YOU REFERRED TO US? \_\_\_\_\_

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of a VISA or immigration status? Yes \_\_\_\_\_ No \_\_\_\_\_

If employment is offered, can you produce documentation required by law to establish work authorization and identity? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list any other names by which you have been known, of which we should be aware, to adequately verify identity, employment history or education history.

\_\_\_\_\_

Have you been employed here previously? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied for a position here before? Yes \_\_\_\_\_ No \_\_\_\_\_

**INTEREST:** Use this space to describe your interest in Otis Library and the skills and aptitudes that you feel qualify you for a position at the Library. If you need more space, please continue on a separate sheet.

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### EMPLOYMENT RECORD

Starting with your most recent job, list all previous employers. Include self-employment, summer and part-time jobs.

(1) **COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street City State Zip

Dates of employment \_\_\_\_\_ \ \_\_\_\_\_  
from to Salary \_\_\_\_\_ \ \_\_\_\_\_  
Starting Ending

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_  
name title

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

(2) **COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street City State Zip

Dates of employment \_\_\_\_\_ \ \_\_\_\_\_  
from to Salary \_\_\_\_\_ \ \_\_\_\_\_  
Starting Ending

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_  
name title

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

(3) **COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street City State Zip

Dates of employment \_\_\_\_\_ \ \_\_\_\_\_  
from to Salary \_\_\_\_\_ \ \_\_\_\_\_  
Starting Ending

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_  
name title

Duties \_\_\_\_\_

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Reason for Leaving \_\_\_\_\_

If you do not want us to contact one or all of the above companies, please indicate, by number(s). \_\_\_\_\_

**EDUCATION**

**High School** \_\_\_\_\_

Address \_\_\_\_\_

Major course/subject \_\_\_\_\_

circle last year completed 1 2 3 4 Diploma \_\_\_\_\_

**College** \_\_\_\_\_

Address \_\_\_\_\_

Major course/subject \_\_\_\_\_

circle last year completed 1 2 3 4 Degree \_\_\_\_\_

**Graduate School** \_\_\_\_\_

Address \_\_\_\_\_

Major course/subject \_\_\_\_\_

circle last year completed 1 2 3 4 Degree \_\_\_\_\_

**Business School** \_\_\_\_\_

Address \_\_\_\_\_

Major course/subject \_\_\_\_\_

circle last year completed 1 2 3 4 Degree \_\_\_\_\_

Other \_\_\_\_\_

If you did not graduate, why did you leave school or college?

\_\_\_\_\_  
\_\_\_\_\_

Are you planning to pursue further studies?

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, day school \_\_\_\_\_ night school \_\_\_\_\_

What course of study?

\_\_\_\_\_  
\_\_\_\_\_

Describe any specialized training, apprenticeship, computer skills and extra-curricular activities.

Have you ever been dismissed, involuntarily terminated or forced to resign from employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes please explain:

\_\_\_\_\_  
\_\_\_\_\_

State any additional information you believe may be helpful to us in considering your application:

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Please list name, address and phone number. Do not include relatives or former supervisors.

(1) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AT-WILL EMPLOYMENT DISCLAIMER  
AND  
APPLICANT'S AGREEMENT AND CERTIFICATION**

**PLEASE READ BEFORE SIGNING**

**If you have any questions regarding this statement, please ask them of an employment interviewer before signing.**

It is my understanding that Otis Library will make a thorough investigation, which will include a verification of my entire work history, and the verification of all data given in this application. I authorize such an investigation and the giving and receiving of any information by the Library. I am aware that I have a right to make a written request as to the nature and scope of this investigation. I release from liability any person giving or receiving any such information.

In the event of my employment by Otis Library, I will comply with all rules and regulations as set forth in the Library's policy manual or the communication distributed by the Library to all employees. I understand that if I am hired my employment with the Library will be at will and for no set term. My employment can be terminated by the Library or me at any time for any reason or for no reason. I understand that no documents or statements of the Library will constitute a contract of employment that in any way limits the Library's rights to terminate my employment at will. I further understand that the at-will nature of my employment cannot be changed except by a formal written contract signed by the Executive Director of the Library.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the responses given are true, complete and accurate to the best of my knowledge and are made in good faith. Without limiting the at-will status of my employment if I am hired, I understand that if any of the statements on this application are untrue my employment will be terminated immediately.

I authorize all the educators and employers listed in this application to furnish the Library with information regarding my education, employment history, or any other matter related to my application for employment with the Library.

I understand that this is an application for employment and that no employment contract is being offered. I further understand that if employed, such employment is for no definite period of time and the Library can change wages, benefits, and conditions of employment at any time.

I have read, understand and agree to the foregoing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CRIMINAL BACKGROUND**

**NOTE: THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT**

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

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Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been “erased.” The types of records subject to erasure under Connecticut law are as follows:  
(a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or “nolled”; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

Any applicant whose criminal records were erased will be considered to never have been arrested and may so swear under oath.

I understand that the information provided above will not necessarily result in the rejection of my application but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**NOTICE OF BACKGROUND CHECK AND  
FAIR CREDIT REPORTING ACT DISCLOSURE**

As part of the hiring process, Otis Library will conduct a background check. If you are hired, Otis Library may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, Otis Library may obtain a "consumer report" from a consumer reporting agency. These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, character and general reputation.

If Otis Library obtains a "consumer report" about you and if Otis Library considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports.

Solely in order for the background check to be completed, please provide the following information:

Date of Birth: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_  
Former name, if any \_\_\_\_\_

**AUTHORIZATION TO CONDUCT BACKGROUND CHECK**

By signing below, I hereby voluntarily authorize Otis Library, its agents, officers and employees, to conduct a background check, including obtaining any criminal records and credit information, and to consider the information provided by the background check when making decisions regarding my employment at Otis Library.

I understand that any offer of employment made to me, whether pending or accepted, is contingent on the successful completion of this background check. I release Otis Library and its subsidiaries, affiliates and representatives and the providers of such information from any and all liability for damage of whatever kind which may at any time result to me, my heirs or assigns, because of compliance with this authorization, the conduct of this investigation and release of information or any attempt to comply with it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date