



Supplemental Employment History

The Supplement Employment History form is for applicants to provide additional volunteer or work-related experience applicable to the position applied for that was not recorded on the original Employment Application. Please do not complete this form unless an Employment Application has been completed. To be considered for a Library position one Employment Application form must be completed for each position. Both the Application and the Supplemental Employment History form may be found on the Library website, or may be picked up at the Library Circulation or Information desks. Please complete the application in its entirety and answer all questions completely. Indicate N/A if not applicable. Do not indicate, "see resume." Incomplete job applications may not be given consideration for employment. Applications and supplement forms are kept on file for 30 days from the application signature date.

POSITION _____ DATE _____

NAME Last _____ First _____ MI _____ SS# _____

Supplemental Employment History

Please list your additional volunteer or work experience that is applicable to the position applied for. Please begin by listing information from your most recent employer or volunteer experience. If attaching a resume, please DO NOT indicate "see resume" but complete the employment history in its entirety. Do not complete this form unless an Employment Application has already been completed as this form is in addition to the Employment Application form.

| | | |
|--------------------|-----------|--|
| EMPLOYER | PHONE | DATES EMPLOYED |
| ADDRESS | | YOUR JOB TITLE |
| CITY | STATE ZIP | SUPERVISOR NAME |
| DUTIES (LIST) | | MAY WE CONTACT YOUR SUPERVISOR AS A REFERENCE? |
| | | STARTING PAY |
| REASON FOR LEAVING | | FINAL PAY |

| | | |
|--------------------|-----------|--|
| EMPLOYER | PHONE | DATES EMPLOYED |
| ADDRESS | | YOUR JOB TITLE |
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| REASON FOR LEAVING | | FINAL PAY |

Special Skills and Qualifications

Optional: Please provide any additional information that will help us determine your skills and qualifications for the position applied for.

Applicant Signature

Date