



PISCATAWAY
public library

PLA TEEN INTERNSHIP APPLICATION SUMMER 2019

Name (*Last, First*) _____

Address _____

City/State/Zip Code _____

Phone Work (____) _____ Home (____) _____ Social Security Number ____-____-_____

Are you legally eligible to work in the United States? YES NO
(*In accordance with Federal law, proof of US Citizenship or immigration status will be required upon hire.*)

Will you be 16-19 years old on June 13? YES NO

If you are under 18 years of age, can you provide proof of eligibility to work? YES NO

Date you can begin employment: _____

Are you currently employed? YES NO
May we contact you at work? YES NO N/A
May we contact your current employer? YES NO N/A

Have you ever previously applied to Piscataway Library? YES NO
If yes, when: _____

Are you available to attend a kick-off event in Chicago on June 13-15? YES NO

Are you available to attend a wrap-up event in Washington, D.C. on September 20-22? YES NO

Are you able to obtain valid identification required to travel? YES NO
(*Information on identification can be found on the Transportation Security Administration's website:*
<https://www.tsa.gov/travel/security-screening/identification>)

Have you completed the second year of high school? YES NO

Are you currently enrolled in college? YES NO
Those accepted to a school but not yet actively enrolled in classes are encouraged to apply.

Education

Provide information on your formal schooling and education, including elementary, secondary, and post-secondary education, if applicable, as well as any formal vocational or professional education.

Education	Name of School	Years Completed	Graduated?	Major Field
<i>High School</i>				
<i>College</i>				
<i>Other</i>				
<i>Other</i>				

Employment History

This section is to be completed even if you attach a resume to your application. List your last two employers, major assignments within a company, military service, or volunteer efforts. Explain gaps in employment in the "Comments" space on the next page.

Employer Address:	Date Started: Date Left:	Responsibilities/Work Performed:
Job Title:	Starting Salary: Final Salary:	
Reason for Leaving:		
Supervisor's Name:	Supervisor's Phone #:	May we contact for a reference? Yes _____ No _____

Employer Address:	Date Started: Date Left:	Responsibilities/Work Performed:
Job Title:	Starting Salary: Final Salary:	
Reason for Leaving:		
Supervisor's Name:	Supervisor's Phone #:	May we contact for a reference? Yes _____ No _____

Comments & Additional Information: Any additional information about you that should be considered.

References

Provide names, addresses and phone numbers of three individuals -- not relatives -- whom we may contact as a reference.

Name	City, State	Phone #	Years Known

Understandings & Agreements

As an applicant for a position with the Piscataway Public Library, I understand and agree that I must provide truthful and accurate information in this entire application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the library later discovers that information on this form was incomplete, untrue or inaccurate.

I give the Piscataway Public Library the right to investigate the information I have provided, including talking with former employers (except where I have indicated that they may not be contacted). I give the library the right to secure additional job-related information about me. I release the Piscataway Public Library and its representatives from all liability for seeking such information.

I understand that the Piscataway Public Library is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the library will make reasonable accommodations as required by the Americans with Disabilities Act.

I understand that, if employed, I may resign at any time with appropriate notification and that the library may terminate me at any time in accordance with its established policies and procedures. No representatives of the library may make any assurances to the contrary. Please be advised that Piscataway Township employees are subject to the successful completion of a three-month performance evaluation period. All offers of employment to individuals 18 years of age and older are conditional pending the completion of a drug test and a criminal background check as part of our pre-employment procedures. A pre-employment physical may also be required.

For your application to be considered, you must sign and date below.

Print Name Signature of Applicant Date