



## Royalton Memorial Library

### Job Application Form

(802) 763-7094  
[librarian@royaltonlibrary.org](mailto:librarian@royaltonlibrary.org)  
[www.royaltonlibrary.org](http://www.royaltonlibrary.org)

Position Applied For: \_\_\_\_\_

#### Personal Information

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, ZIP Code: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

#### Education

- Highest Level of Education Completed:
  - High School Diploma
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Other: \_\_\_\_\_
- School Name: \_\_\_\_\_
- Field of Study: \_\_\_\_\_
- Graduation Date: \_\_\_\_\_

#### Employment History

1. Employer Name: \_\_\_\_\_
  - Position Title: \_\_\_\_\_
  - Dates of Employment: \_\_\_\_\_
  - Responsibilities/Duties: \_\_\_\_\_

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2. Employer Name: \_\_\_\_\_
  - Position Title: \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Responsibilities/Duties \_\_\_\_\_  
\_\_\_\_\_

**Skills and Qualifications:**

Are you proficient in using catalog systems [ ] Yes [ ] No

Do you have customer service experience? [ ] Yes [ ] No

List any other relevant skills or certifications \_\_\_\_\_  
\_\_\_\_\_

**Availability** Are you seeking

[ ] Full-Time [ ] Part-time [ ] Temporary/Seasonal

**References:**

1. Name \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Optional

3. Name \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

**Declaration:**

I certify that all the information provided in this application is accurate and complete to the best of my knowledge. I understand that any misrepresentation may result in the rejection of my application or termination of employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_