

## EMPLOYEE RECORD

\_\_\_\_\_  
FIRST NAME (PRINT OR TYPE)                      MIDDLE NAME                      LAST NAME

\_\_\_\_\_  
HOME ADDRESS (NUMBER AND STREET)                      APT #

\_\_\_\_\_  
CITY                      STATE                      ZIP CODE

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_  
SOCIAL SECURITY NUMBER                      (\_\_\_\_\_)\_\_\_\_\_  
HOME TELEPHONE NUMBER

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
BIRTH DATE                      \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
STARTING DATE OF LIBRARY EMPLOYMENT

IN CASE OF EMERGENCY CONTACT:

NAME	ADDRESS	TELEPHONE NUMBER
		(     )
		(     )
		(     )

EDUCATION (CHECK THOSE THAT APPLY)

- HIGH SCHOOL
- SOME COURSES PAST HIGH SCHOOL
- TWO – YEAR COMMUNITY OR TECHNICAL COLLEGE DEGREE
- BA/BS
- MA/MLS
- OTHER (LIST) \_\_\_\_\_

LIBRARY EMPLOYMENT RECORD (LIST POSITIONS HELD IN LIBRARY AND BEGINNING DATE)

BEGINNING DATE	POSITION HELD
/ /	
/ /	
/ /	
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SPECIAL SKILLS (FOR EXAMPLE, FOREIGN LANGUAGE, SIGN LANGUAGE, COMPUTER SKILLS, ARTIST, ETC)

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