

EMPLOYMENT APPLICATION
Matawan Aberdeen Public Library

Application for Employment

EQUAL OPPORTUNITY EMPLOYMENT NOTICE

We appreciate your interest in working for the Matawan Aberdeen Public Library. As an equal opportunity employer, the Library's employment practices are in accordance with the federal and New Jersey state laws prohibiting discrimination in the workplace. Applicants and employees are considered without unlawful discrimination based on characteristics protected by applicable federal or New Jersey law, including race, creed/religion, color, national origin, ancestry, age, sex, pregnancy or breastfeeding, gender identity or expression, affectional or sexual orientation, marital/civil-union/domestic-partnership status, disability, genetic information, veteran or military-service status, and other legally protected characteristics.

The Library will provide reasonable accommodations as required by applicable law.

APPLICANT INFORMATION

Name _____
Last First Middle Social Security No.

Preferred Name _____

Address _____
Street Apartment No.

City State Zip

E-Mail Address _____

Telephone No. () _____ Cell Phone No. () _____

EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States?

☐ Yes ☐ No

If selected for employment, you will be required to provide documentation establishing identity and employment authorization as required by federal law.

POSITION APPLIED FOR

Position sought by Applicant _____

Date available _____

How were you referred to us? ☐ Online job board ☐ School ☐ On my own ☐ Library Employee ☐ Agency ☐ Other

Name of Referral Source _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date _____

EDUCATION AND TRAINING

	Name of School	City and State	Area of Study	Degree/Diploma
High School				
College/ University				
Graduate/ Professional Education				

List Awards, scholarships, honors received (include publications, inventions, technical awards, etc.) _____

List professional certifications or designations, and date received _____

EMPLOYMENT HISTORY

This portion of the application must be completed even if a resume is submitted. Starting with the most recent employer, list full and part-time jobs, summer or volunteer work during the last 10 years. Include periods of military service, self-employment, and unemployment. Please leave no unexplained gaps. Attach separate sheets, if necessary.

1	Last or Present Employer	Telephone ()
	Address	Employed (Month and Year) From
	Supervisor's Name and Title	
	Job Title and Describe your work	Reason for Leaving (If Left)
2	Employer	Telephone ()
	Address	Employed (Month and Year) From
	Supervisor's Name and Title	
	Job Title and Describe your work	Reason for Leaving (If Left)

3	Employer	Telephone ()
	Address	Employed (Month and Year) From
	Supervisor's Name and Title	
	Job Title and Describe your work	Reason for Leaving (If Left)

PROFESSIONAL, CIVIC, OR COMMUNITY EXPERIENCE

List professional associations, civic organizations, volunteer experience, public service, or other activities relevant to the position.

Organization: _____

Position/Role: _____

Dates: _____

Organization: _____

Position/Role: _____

Dates: _____

REFERENCES

Provide professional references who can comment on your qualifications for this position.

Name			Organization/Title	Telephone Number	Email
First	M.I.	Last			
1					
2					
3					

ACCOMMODATION REQUEST

If you require a reasonable accommodation to participate in the application, examination, interview, or hiring process, please contact:

Kimberly Paone, Library Director

kpaone@mapl.org

732-583-9100

You may request a reasonable accommodation without disclosing unnecessary medical information on this application.

This application will be kept in the Library's active files only until the position for which it was submitted is filled. Any supporting documents become the property of the Library and cannot be returned. If the applicant is not hired, the applicant must complete a new application to be considered for employment.

1. I hereby authorize the Matawan Aberdeen Public Library, either on its own or by and through an agent, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, such as background checks, and, further, authorize my present employer or any former employer or any other party, including any Government or law enforcement agency and the references I have listed, to disclose to the Matawan Aberdeen Public Library any and all letters, reports, and other information related to my work records. In addition,

2. I hereby release the Matawan Aberdeen Public Library, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

3. I agree to abide by all rules and regulations of the Matawan Aberdeen Public Library, and I understand that false statements or consequential omissions of any kind are sufficient grounds for denying employment or for dismissal.

4. I have read and understand the above statement. This application is complete and accurate to the best of my knowledge.

Signature

Date _____

Revised 9/22/26

SAVE completed application

Email this completed application **along with a cover letter and resume** to mapljobs@mapl.org