

# JASPER COUNTY PUBLIC LIBRARY

## APPLICATION FOR EMPLOYMENT

The Jasper County Public Library (the "Library") is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other legally-protected status, unless such status constitutes a *bona fide* occupational qualification. The Library will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs.

Date of Application \_\_\_\_\_

**PLEASE PRINT OR TYPE**

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Telephone (1) ( ) \_\_\_\_\_ (2) ( ) \_\_\_\_\_

If you have resided at your present address fewer than three years, list your prior address:

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Position(s) Desired \_\_\_\_\_ Desired Salary Range \_\_\_\_\_

Are you available to work  Full Time  Part-Time  Temporary  
 On-Call  Overtime  Any Shift

What date will you be available for work? \_\_\_\_\_

Are you on a layoff and subject to recall at another employer?  Yes  No

Have you filed an application here before?  Yes  No If yes, give date(s) \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date(s) \_\_\_\_\_

Do you have any relatives or friends employed here?  Yes  No If yes, please list by name and relationship.  
\_\_\_\_\_  
\_\_\_\_\_

Why did you apply for a position at the Library? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the main reason you would be a valuable employee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?  Yes  No

Are you 16 years or older?  Yes  No

Have you been convicted of or pled guilty or no contest to a felony or misdemeanor other than a minor traffic-related infraction?  Yes  No

If yes, state the nature of the conviction or plea, the date, the court and the jurisdiction, the cause (or other identifying) number, and fully explain \_\_\_\_\_

Do you have any pending charges for a felony or misdemeanor other than a minor traffic-related infraction?  Yes  No

If yes, state the nature of the pending charges, the date, the court and jurisdiction in which they are pending, and the cause (or other identifying) number, and fully explain \_\_\_\_\_

*A conviction, plea, or pending charges will not necessarily disqualify you from consideration for employment. The effect of a conviction, plea, or pending charges will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to list a conviction, plea, or pending charge may disqualify you from consideration for employment or may result in termination of employment if subsequently discovered.*

For purposes of verifying past employment and schools attended, please list any other names you have used.

## EDUCATION

Type of School	Name of School	City and State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
				Yes	No	
High School						
College or University						
Business, Trade, Technical, or Correspondence School or College						

Identify any special job-related skills and qualifications acquired from education, employment, volunteer work, or military service.

Identify specific skills related to technology, communications, customer service, machines, tools, or other equipment that will be helpful in performing the responsibilities of the position(s) for which you are applying \_\_\_\_\_

Identify the previous jobs you liked best and describe why. \_\_\_\_\_

Identify the previous jobs you liked least and describe why. \_\_\_\_\_

How did you learn of this employment opportunity?  Friend  Relative  Job Posting  Job Hotline  Job Fair  Website  Friend  Other \_\_\_\_\_

## PERSONAL REFERENCES

List two references who are **not** related to you and are **not** previous employers.

1. \_\_\_\_\_ ( )  
Name Address Telephone No.

2. \_\_\_\_\_ ( )  
Name Address Telephone No.

## EMPLOYMENT RECORD

Starting with your present or most recent job, list all your employment experience, including part-time or temporary employment. Do not omit any experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. **RESUMES MAY BE SUBMITTED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.**

Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
	From	
Address	To	
Telephone (       )	Salary/Hourly Rate	
Job Title	Starting:	
Immediate Supervisor:	Final:	

  

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Address	To	
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	From	
Address	To	
Telephone (       )	Salary/Hourly Rate	
Job Title	Starting:	
Immediate Supervisor:	Final:	

If you need additional space, please continue on a separate sheet of paper

May we contact the employers listed above?  Yes  No If no, indicate which one(s) you do NOT wish us to contact and provide the reason why you prefer that we do not contact the employer(s). \_\_\_\_\_

Have you ever been permitted to resign rather than be discharged or asked to resign from any position?  
 Yes  No If yes, please state the employer and the reason for the discharge or resignation. \_\_\_\_\_

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**APPLICANT'S STATEMENT**

***(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)***

Initials

\_\_\_\_\_ I completed this application and confirm all information in it is TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading, or omitted information may result in the rejection of my application, the revocation of an offer of employment, or discharge.

\_\_\_\_\_ I authorize investigation of all statements in this application to arrive at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers, or others that are given in response to the inquiry. If the Library decides to obtain a consumer credit report, I understand that it will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

\_\_\_\_\_ I release all parties, including but not limited to the Library, personal references, and previous or current employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action the Library takes on the basis of such information.

\_\_\_\_\_ I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I authorize any service provider or medical facility to furnish medical information with reference to me in conjunction with that examination and related considerations.

\_\_\_\_\_ I understand that all individuals hired must produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that an offer of employment is contingent upon my producing the required documentation within the legal time period.

\_\_\_\_\_ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is not for a fixed period of time and is terminable at any time and for any reason by me or by the Library. I further understand that statements that may be contained in policies, practices, handbooks or other material do not create a guarantee of employment and that the Library has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no Library representative, other than the Director or a specifically-designated representative of the Library Board of Trustees, has the authority to enter into any agreement for any specific period of time or to make any different agreement and that such agreement must be in writing and signed by both parties to be binding.

\_\_\_\_\_ If employed, I will sign an agreement relating to confidentiality and non-competition if required.

\_\_\_\_\_ I confirm that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that the Library offered to me, nor am I in possession of nor will I at any time reveal to the Library, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant

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*THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER 60 DAYS*