Application for Employment

Please complete this information below. Applications can be returned to the above address or at the front circulation desk of the library. Please attach a resume to this application.

Date: _____

Name: _____

Address: _____

_____

_____

Daytime: _____ Evening/Cell: _____

(Please circle all that apply on the questions below):
Type of Employment you are seeking
        Full-Time   Part-Time   Temporary
Have you applied for a position with the Greenville-Butler County Public Library before?
      Yes   No
Have you ever been employed with the Greenville-Butler County Public Library before?
      Yes   No
Have you ever been convicted of any law violation (except a minor traffic offense)?
      Yes   No
If yes, please explain:
_____

_____

Are you currently employed?   Yes   No

If yes, may we contact your present employer?   Yes   No

If hired, can you furnish proof you are eligible to work in the U.S.?   Yes   No

Are you 16 years of age or older? (If hired, you may be required to submit proof of age)
      Yes   No

AVAILABILITY

On what date would you be able to begin work?

Please list your schedule of availability (i.e., what days you can work) if you are hired for this position:

SPECIAL SKILLS
Please describe any special skills, qualifications, training or other experience you have relative to the position you are applying for:

_____

_____

_____

What machines, equipment, and software can you use that are related to this position? (Be specific about computer skills.)

_____

_____

_____

EDUCATION
What is the highest grade of school you have completed? _____

High School Graduate/GED
Yes   No   Currently Enrolled

Name of school & location _____

College Graduate
Yes   No   Currently enrolled   Field of Study_____

Degree_____Year_____

Name of school &
location_____

Graduate School
Yes   No   Currently enrolled   Field of Study_____

Degree_____Year_____

Name of school &
location_____

WORK HISTORY
Begin with your most recent job. Include all paid and volunteer employment, as well as military work, which you feel is relevant to the job for which you are applying. Please

complete this section even if it duplicates your resume. Please attach additional documents if necessary.

Your most recent or current employer

Dates of employment   From_____ To_____

Job Title_____

Company Name_____

Address_____

Phone Number_____

What were your main duties and responsibilities?

_____

_____

If applicable, what was your reason for leaving?

_____

Second most recent or current employer

Dates of employment   From_____ To_____

Job Title_____

Company Name_____

Address_____

Phone Number_____

What were your main duties and responsibilities?

_____

_____

What was your reason for leaving?

_____

Third most recent or current employer

Dates of employment   From_____ To_____

Job Title_____

Company Name_____

Address_____

Phone Number_____

What were your main duties and responsibilities?

_____

_____

What was your reason for leaving?

_____

REFERENCES
Please list three people who are present or former business, academic, or community associates who have knowledge of your work expertise and ability to do this job.

Reference 1

Name_____
Relation_____
Address_____Phone_____
email (if applicable _____

Reference 3
Name_____
Relation_____
Address_____Phone_____
email (if applicable _____

Reference 3
Name_____
Relation_____
Address_____Phone_____
email (if applicable _____

APPLICANT STATEMENT
- I certify that all information I have provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later.
- I understand that the Greenville-Butler County Public Library does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.
- I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period. If employed, I understand that I have been hired at the will of the Greenville-Butler County Public Library Board of Trustees and my employment may be terminated at any time, without cause and without notice.
- I understand I may be required to successfully pass a background check. I hereby consent to a pre-and/or postemployment background check as a condition of employment, if required.

Signature_____ Date_____