

Anderson Public Library

Application for Employment



Thank you for your interest in employment opportunities with Anderson County Public Library (the "Library"). When completing this application all information must be answered completely. The use of this application does not create a contract between you and the Library. We only accept applications for open posted positions. All applicants must apply separately for each position of interest. Once a position has been filled the applications are filed as completed. Should a similar position become available again, applicants must reapply. The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other classification protected by federal, state, or local law.

PERSONAL INFORMATION

NAME [please print]

Last

First

Middle

ADDRESS

Street

City

State

Zip

PRIMARY PHONE NUMBER (cell / home)

SECONDARY PHONE NUMBER (cell / home / work)

E-MAIL ADDRESS

AGE [if under 18] _____

EMPLOYMENT DESIRED

POSITION APPLYING FOR _____

SALARY REQUIRED _____

DATE AVAILABLE _____

Full Time

Weekday mornings

Weekend mornings

Part Time

Weekday afternoons

Weekend afternoons

Weekday evenings

Weekend evenings

EDUCATION

HIGH SCHOOL DIPLOMA Yes No

If NO, years of school completed _____

NAME OF HIGH SCHOOL _____

Currently enrolled? Yes No

If you did **not** graduate from High School, do you have a GED? Yes No

COLLEGE/VOCATIONAL DEGREE Yes No

If NO, years of school completed _____

NAME OF COLLEGE/UNIVERSITY _____

Name of degree _____

POST GRADUATE DEGREE Yes No

Name of degree _____

NAME OF UNIVERSITY _____

Currently enrolled? Yes No

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EMPLOYMENT HISTORY

List below, your last three [3] places of employment, most recent one first:

1

DATES EMPLOYED	NAME OF EMPLOYER	SUPERVISOR'S NAME
PHONE #	CITY	STATE
POSITION[S] HELD	REASON FOR LEAVING	

2

DATES EMPLOYED	NAME OF EMPLOYER	SUPERVISOR'S NAME
PHONE #	CITY	STATE
POSITION[S] HELD	REASON FOR LEAVING	

3

DATES EMPLOYED	NAME OF EMPLOYER	SUPERVISOR'S NAME
PHONE #	CITY	STATE
POSITION[S] HELD	REASON FOR LEAVING	

Please describe any specialized education, training, or job skills including computer experience:

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REFERENCES

Please list three [3] references (not relatives or friends) who can speak about your qualifications and character:

Name	Phone Number
Name	Phone Number
Name	Phone Number

APPLICANT'S STATEMENT

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If Yes, please describe crime-state nature of the crime(s), when and where convicted and disposition of the case:

The information given by me in this application for employment with the Library is true and complete. Any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Library. If I am employed by the Library, my employment may be terminated at any time without liability except such wages as may have been earned at the date of such termination. I understand that this is an application for employment, and that no employment contract is being offered, and if I am employed, such employment is for an indefinite period of time and that the Library can change wages, benefits and conditions at any time. All information furnished in this application may be verified by the Library. Any employment with the Library is subject to a satisfactory check of references and a criminal background investigation. I hereby authorize all individuals and organizations named or referred to in this application, and any law enforcement organization, to give the Library all information relative to my employment, work habits and character, and hereby release such individuals, organizations, and the Library from any liability for any claim or damage which may result.

Signature

Date