



Application for Employment

READ THESE INSTRUCTIONS CAREFULLY

Please keep in mind, this application will become a part of your permanent file should you be employed. If necessary, you may use additional sheets of paper. This form must be completed even if attaching a resume. Do not include any information regarding race, color, age, sex or national origin.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Anderson County Library to recruit, hire, train and promote employees on the basis of qualifications with out discrimination because of race, religion, color, political affiliation, handicap, national origin, sex, or age: except where absence of handicap, sex or age is a bona fide occupational qualification.

(PLEASE PRINT)

| PERSONAL INFORMATION | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------|
| Last Name | | First Name | | Middle Name | Today's Date |
| Mailing Address | | City | | State | Zip Code |
| Street Address (if different from above) | | | | | |
| Social Security Number | | Home Phone () - | | Message Phone () - | |
| If you are under 18 years of age, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If you are not a U. S. Citizen, do you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Are you a U. S. Military Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Type of Visa: _____ | | Expiration date: _____ | | If yes, please list dates : _____ Rank at discharge: _____ | |
| Have you ever been convicted of anything other than a traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If yes, please describe: _____ | | | | | |
| POSITION DESIRED | | | | | |
| Position applied for: | | | | Date available: | |
| Type of Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary | | | If required, would you be able to work <input type="checkbox"/> Weekends <input type="checkbox"/> Nights | | |
| EDUCATION AND TRAINING | | | | | |
| Please circle the last level of education completed. | | | | | |
| High School 1 2 3 4 | | College or University 1 2 3 4 | | Graduate School 1 2 3 4 | |
| Education | Name and Location | Graduate? | Major & Minor | Degree Earned | |
| High School | | | | | |
| Business or Vocational | | | | | |
| College or University | | | | | |
| Graduate School | | | | | |
| Special Skills: _____ | | | | | |
| <p><u>THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND ANDERSON COUNTY LIBRARY. THE DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE ANDERSON COUNTY LIBRARY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR PART. NO PROMISES OR ASSURANCES WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OR THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.</u></p> | | | | | |

WORK HISTORY (Please list in order with most recent employer first)**Note: Must be completed even if attaching a personal resume** **Resume attached**

| | | | | |
|---------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------|
| Mo./Yr. Started | Mo./Yr. Left | Employer | Type of Business | Title |
| | | Address | | Duties |
| Starting Salary | Leaving Salary | Supervisor's Name | Phone () - | |
| | | Reason for Leaving | | |
| How long were you at the last salary? | | If you are still employed here, may we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Mo./Yr. Started | Mo./Yr. Left | Employer | Type of Business | Title |
| | | Address | | Duties |
| Starting Salary | Leaving Salary | Supervisor's Name | Phone () - | |
| | | Reason for Leaving | | |
| Mo./Yr. Started | Mo./Yr. Left | Employer | Type of Business | |
| | | Address | | Duties |
| Starting Salary | Leaving Salary | Supervisor's Name | Phone () - | |
| | | Reason for Leaving | | |

PROFESSIONAL REFERENCES (Please list only persons we may contact at this time)

| Name | Title and Professional Relationship | Phone number and extension |
|------|-------------------------------------|--------------------------------|
| | | Work () Home () |
| | | Work () Home () |
| | | Work () Home () |

AFFIDAVIT

If employed, I agree to comply with the rules and regulations of the Anderson County Library System. I affirm that all statements and answers are true and correct to the best of my knowledge and that I have not knowingly withheld any information that would affect this application unfavorably. I authorize the Anderson County Library System to conduct any necessary and reasonable investigation with respect to my application and release this Library, my former employers and personal references from any liability from damage caused by giving and receiving information or opinions as to my employment or character. It is understood that any false statements may be considered cause for rejection.

I agree to have a medical examination at Library expense, now or in the future, which may include testing for alcohol, drugs, and communicable diseases. It is understood this application will remain active for consideration for 90 days

APPLICANT'S SIGNATURE _____ **DATE** _____