



**Jackson County
Public Library**

Application for Employment

Jackson County Public Library is an equal opportunity employer. It is our policy that all persons shall have equal employment opportunity regardless of race, sex, color, religion, national origin, age, disability, or veteran status.

It is also Jackson County Public Library's policy to safeguard and hold in the strictest of confidence the information provided by the applicant. The use of any information is limited to valid business, regulatory, or legal requirements.

Please print in ink.

Position applying for (1) _____ (2) _____

Name _____
Last First Middle

Social Security Number _____

Present Address _____
Street City/State ZIP code

Phone: Home _____ Other _____

In case of emergency, notify _____
Name

Home address _____ Phone _____

Business/address _____ Phone _____

Have you previously applied for a job at Jackson County Public Library?

Yes No If yes, when? _____

What prompted your application?

On My Own Job Posting Newspaper Advertisement

Employment Agency Library Staff Referral

Other _____

Do you have any relatives working at Jackson County Public Library? Yes No

If yes, who, and where does he or she work? _____

_____ Relationship _____

Educational Record

School	Name and Location		Dates Attended (mos. & yrs.)	Highest Grade Completed	Did you Graduate? (GPA)	Type of Degree Received (AAS,BS, etc.)	Course of Study
High School	Name		X	X		X	
	City and State						
College	Name	From					
	City and State	To					
College	Name	From					
	City and State	To					
Business, Trade, or Other	Name	From					
	City and State	To					

Professional Certifications

Type	Organization or State Issued	Date Issued	Number
Type	Organization or State Issued	Date Issued	Number

Skill Data (check all that apply)

Personal Data

Check any of the following for which you have experience and/or training:

- Data entry
- Calculator
- Computer hardware (specify type) _____
- Computer language(s) _____
- Word processor (specify type) _____
- Other _____

Have you ever been convicted of a crime (excluding misdemeanors and traffic violations)?

Yes No If yes, explain

Have you ever been terminated from a job?

Yes No If yes, explain

Personal Data

Applying for	full-time _____	part-time _____	temporary _____	summer _____
Date available for work _____	Are you available to work: weekends _____ evenings _____			
on bookmobile _____ (no chauffeur's license or CDL required)				
Describe the types of positions for which you feel best qualified, listing them in order of preference.				

Explain how your background is appropriate to the position for which you are applying.				

What are your plans for the future (career goals)? _____				

Academic Data

List academic achievements, honors, and awards: _____

List extracurricular activities: _____

Describe any special academic or skills training you have taken: _____

List professional organizations in which you are a member: _____

Military Data

Have you ever served in the Armed Forces of the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of induction _____	Date of discharge _____	

Employment Data

List in order, with present or most recent employer first. Account for all work history and the periods of unemployment. Continue on a separate sheet if necessary. **IF YOU WORKED UNDER A NAME OTHER THAN INDICATED ON FRONT OF APPLICATION, PLEASE INDICATE BELOW.**

Company name and address		Employed from	to	Starting job title
		mo. yr.	mo. yr.	
		Type of business		Ending job title
Company telephone number ()	May we contact the company? Yes <input type="checkbox"/> No <input type="checkbox"/>		Supervisor's name and job title	
Was the position full time?	What shift did you work		Ending salary	
Was the position part time?			\$	
Describe your responsibilities and duties (the work you did) _____ _____				
Reason for leaving? _____ _____				

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		mo. yr.	mo. yr.	
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Reason for leaving? _____ _____				

Personal References

Please list at least three personal references, not related to you, whom you have known at least one year.

name	address	phone number	relationship

Read carefully before signing

I hereby certify that the information that I set forth above in my application is true and accurate to the best of my knowledge. I understand that if I am employed by the library, falsified statements or omissions on this application shall be considered sufficient cause for dismissal. I realize that past employment records, references, and other information stated by me is subject to inquiry, and I hereby authorize Jackson County Public Library to investigate any of the above stated information, and I release said library and my former employers from any liability resulting from said investigations. I further realize that nothing herein is intended to, in any sense, constitute a contract of employment in whole or in part.

Signature _____

Date _____

For Human Resources use only

Employee number _____

Full-time

Job title _____

Part-time

Starting pay _____

Temporary

Starting date _____ Department _____

Six month anniversary _____

Comments _____



**Jackson County
Public Library**

303 West Second Street
Seymour, IN 47274

812-522-3412