CHEROKEE COUNTY PUBLIC LIBRARY

Application for Employment

(Please use black ink and print plainly; application must be signed and dated)

Date: _____

Name: _____ Social Security #: _____

Phone Number(s): Home: _____ Cell:_____

E-Mail Address: _____

Address: _____ _____ _____

Street City State Zip Code

Position Applied For: _____

Have you ever been employed by the Cherokee County Public Library before? _____ Yes _____ No

If yes, give dates and positions: _____

Do you have friends or relatives who work for the Cherokee County Public Library? _____ Yes _____ No

If yes, give name(s):_____

Are you legally eligible for employment in the US? _____ yes _____ no

Type of employment desired: _____ Full-time _____ Part-time Date available for work: _____

Do you have a driver's license? _____ Yes _____ No State in which license was issued: _____

Have you ever plead "guilty" or "no contest" to, or been convicted of a crime? _____ Yes _____ No

Note: Answering yes to this question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

RECORD OF EDUCATION

School	Name & Address	Course of Study	Year Completed	Did you graduate?	List Diploma or Degree
Elem/Jr High			6 7 8		
High School			1 2 3 4		
College			1 2 3 4		
Other (specify)			1 2 3 4		

List below all present and past employment, beginning with your most recent. Use additional sheets if necessary.

Employer	Telephone ( )	Work Performed	
Address		From:	To:
Job Title		Hourly Rate/Salary	
Supervisor		May we contact? Yes No	
Reason for Leaving			

CCPL Application for Employment: Page 2			
Employer	Telephone ( )	Work Performed	
Address		From:	To:
Job Title		Hourly Rate/Salary	
Supervisor		May we contact? Yes No	
Reason for Leaving			

Employer	Telephone ( )	Work Performed	
Address		From:	To:
Job Title		Hourly Rate/Salary	
Supervisor		May we contact? Yes No	
Reason for Leaving			

Skills and Qualifications:

Technology: _____ MS Word _____ _MS Excel _____ MS Publisher _____ Internet

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

_____

References: (Please list **three** persons who are familiar with your work experience. NO RELATIVES, PLEASE.)

Name Address Phone Number

1._____

2._____

3__._____

Application Statement: (Please Read Carefully.)

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I understand that the employer 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 as a condition of employment, I will be required to provide legal proof of authorization to work in the United States.

I understand that falsified statements on this application shall be considered sufficient cause for refusal to hire, or if hired, termination. I authorize the investigation of all statements contained in this application as may be necessary in arriving at an employment decision including the contacting of my prior employers, and any references given. I understand that this application is not, and is not intended to be a contract of employment.

Applicant's Signature _____ **Date** _____