



MORGAN COUNTY PUBLIC LIBRARY EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION:

Date _____ Available to Start Date _____

Name: _____

Street Address: _____ Phone: _____

City/State/Zip: _____

Work Requested: Full Time Part Time.

Have you worked for the Library previously? Yes No If Yes, when? _____

Have you ever been convicted of or charged with a felony or misdemeanor: Yes No

If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

EDUCATION:

Include High Schools, Vocational Schools, Colleges & Universities: # Years Degree

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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities.

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

REFERENCES: Please provide references from three people not related to you. Provide individual and company names, position or relationship, addresses and phone numbers as applicable.

Name: _____

Company: _____

Street Address: _____

Position/Relationship: _____

City/State/Zip: _____ Phone: _____

Name: _____

Company: _____

Street Address: _____

Position/Relationship: _____

City/State/Zip: _____ Phone: _____

Name: _____

Company: _____

Street Address: _____

Position/Relationship: _____

City/State/Zip: _____ Phone: _____

SPECIAL SKILLS OR OTHER INFORMATION: Describe any special skills or qualifications for this work, or anything else you would like us to know that was not previously mentioned:

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Morgan County Public Library to investigate any statement contained in this application as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of the Morgan County Public Library.

Under the penalty of perjury, I attest that I am a citizen or national of the United States, an alien lawfully admitted for permanent residence, or an alien who is authorized by federal law or by the U. S. Attorney General to be hired, recruited, or referred for such employment.

Signed: _____

Date: _____

FOR LIBRARY USE ONLY:

Arrange Interview: Yes No Date: _____

Remarks: _____

Approved: Yes No Date: _____

By: _____