

# PIEDMONT REGIONAL LIBRARY

## Employment Application

### GENERAL INFORMATION

Evaluations of applications are based on individual merit. Information **MUST BE COMPLETE** so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. We will hire only authorized workers, regardless of national origin. This application must be typed or printed. You must sign and date your application in ink. Incomplete applications may be rejected. Resumes are not accepted in lieu of a completed application.

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Date of Application \_\_\_\_\_

Position Title \_\_\_\_\_

Applications are accepted for currently advertised positions only.

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Date available to begin work \_\_\_\_\_

Have you filed an application here before? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, give date \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If no, can you furnish a work permit? \_\_\_\_\_ YES \_\_\_\_\_ NO

Have you (since the age of 18) ever been convicted of or pleaded guilty or no contest to a misdemeanor?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, describe the circumstances \_\_\_\_\_

Have you (since the age of 18) ever been convicted of or pleaded guilty or no contest to a felony?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, describe the circumstances \_\_\_\_\_

Are you legally eligible to work in the U.S.? \_\_\_\_\_ YES \_\_\_\_\_ NO

(If offered employment, you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.)

Will you accept: \_\_\_\_\_ Full-time work \_\_\_\_\_ Part-time work \_\_\_\_\_ Temporary work

## EDUCATION

**Note: If offered employment, you will be required to provide proof of educational background.**

Do you have a High School Diploma or GED? \_\_\_\_\_ YES \_\_\_\_\_ NO

### COLLEGES/UNIVERSITIES

Name of School	City/State	Hours Earned	Major	Degree Completed

Describe special skills, courses, training, qualifications, and certifications, which relate to this position:

List professional, trade, business or civic activities and offices held (you may exclude those that indicate race, color, religion, sex or national origin):

## EMPLOYMENT HISTORY

Describe your employment history beginning with your current or most recent job. You should include military, volunteer experience, and periods of unemployment. Failure to give complete information regarding each job held may result in your disqualification. Accurate phone numbers for all employers are necessary. **A RESUME MAY BE ATTACHED ONLY AS ADDITIONAL INFORMATION AND WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.** If you do not have an employment history, list three (3) references who can speak to your professional experience and/or qualifications for the job for which you are applying. **DO NOT LIST RELATIVES.** If you need additional space, please continue on a separate sheet of paper.

Name of Organization/Company	Telephone (      )	Dates Employed From ___/___/___ To ___/___/___ MO YR                      MO YR
Address		Name of Supervisor
Official Job Title	Starting Salary	Ending Salary
Describe Specific Job Duties		
Describe Specific Reason for Leaving		

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**AUTHORIZATION TO RELEASE INFORMATION**

I have made application for employment with the Piedmont Regional Library. I authorize my former employers to give any information regarding my employment. I hereby release them from any damage whatsoever for issuing same.

May we contact your present employer? \_\_\_\_\_ YES      \_\_\_\_\_ NO      Comments: \_\_\_\_\_

You must sign the “Authorization to Release Information” statement to enable us to contact prior employers.

Date \_\_\_\_\_      Applicant’s Signature \_\_\_\_\_

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this application for employment (and in any materials submitted with this application) are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment. The Piedmont Regional Library is hereby authorized to make any investigation of my prior educational and work history.

Date \_\_\_\_\_      Applicant’s Signature \_\_\_\_\_

Resumes, letters of reference, etc. submitted with the Application become the property of the Piedmont Regional Library and cannot be returned. The information you have provided on the application is subject to public disclosure under the Georgia Open Records Act.

Revised March 2015