

CHESTER COUNTY LIBRARY

APPLICATION FOR EMPLOYMENT

<p><u>Complete and return to:</u></p> <p style="text-align: center;">Search Committee Chester County Library P. O. Box 74 Chester, S.C. 29706</p>	<p><u>Instructions:</u></p> <p>This application must be filled out in detail. Failure to complete all sections or to sign this form may cause delays in processing and/or rejection of the application.</p>
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Please answer all questions completely. The use of this application does not create a contract between you and the Chester County Library System, and does not in any way obligate you or the Chester County Library System. The Chester County Library System does not discriminate in employment on the basis of race, sex, age, handicap, religion, national origin, or status as a Veteran or disabled Veteran.

PLEASE PRINT IN INK, OR TYPE

Date _____

Name _____

SSN# ____ / ____ / ____

Address _____

Street _____ City _____ State _____ Zip Code _____

Phone _____ Alternate Phone(s) _____

Position(s) applied for _____ Full-time _____ Part-time _____

Minimum Salary required \$ _____ Date available to begin work _____

Are you legally eligible for employment in the United States? Yes _____ No _____

Have you been convicted of a felony within the last 7 years? Yes _____ No _____
(If you have been convicted, it does not automatically mean you will not be hired.)

If yes, please state all pertinent information concerning each conviction, including date, place, and nature of conviction: _____

Other name(s) used: _____

Have you ever been employed by this Library? Yes _____ No _____
(If yes, please complete: Library site: _____ Employed (dates): _____)

Are any family members currently employed by Chester County? Yes _____ No _____
Name(s) _____

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/ADA EMPLOYER

APPLICATION FOR EMPLOYMENT (Cont.): Employment/Education Record

List your current or most recent employer first and indicate a continuous record of employment for the last five employers or from the time you left school. (Use additional sheets if needed.)

If currently employed, may your employer be contacted for a reference?

Yes ___ No ___ Reason: _____

Employer #1 _____ Address _____ Phone _____

Employed (Mo/Yr) _____ Salary Starting _____ Current or ending Salary _____

Supervisor's Name _____ Phone number(s) _____

Job Title and Duties _____

Reason for Leaving _____

Employer #2 _____ Address _____ Phone _____

Employed (Mo/Yr) _____ Salary Starting _____ Current or ending Salary _____

Supervisor's Name _____ Phone number(s) _____

Job Title and Duties _____

Reason for Leaving _____

Employer #3 _____ Address _____ Phone _____

Employed (Mo/Yr) _____ Salary Starting _____ Current or ending Salary _____

Supervisor's Name _____ Phone number(s) _____

Job Title and Duties _____

Reason for Leaving _____

EDUCATION

List all schools attended: High school, technical/vocational, college, business, military, etc. (Use additional sheet if needed.)

School _____ Did you graduate? No ___ Yes ___ Date _____

Address (City, State) _____ Degree obtained:
Major/Minor _____

School _____ Did you graduate? No ___ Yes ___ Date _____

Address (City, State) _____ Degree obtained:
Major/Minor _____

APPLICATION FOR EMPLOYMENT (Cont.)

SPECIALIZED TRAINING OR SKILLS

List all current licenses and/or areas of certification (if not listed above):

List all equipment (office, trade or laboratory) that you operate proficiently:

REFERENCES

Name, address, and telephone number of two persons (not former employers or family members) who have known you for at least one year.

1.

2.

READ CAREFULLY BEFORE SIGNING: I certify that the information I have given in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Chester County Library System. I further understand and acknowledge that this is an application for employment, that no employment contract is being offered, and that if I am employed, such employment is for an indefinite period of time and that the Library can change wages, benefits, and conditions at any time. I understand and agree that the Chester County Library System may verify all information furnished in this application. I also understand that any employment is subject to a satisfactory check of references and a Police Department background check. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the Library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the Library from any liability for any claim or damage which may result.

Signature _____

Date _____

Return all parts to: Chester County Library, P. O. Box 74, Chester, S.C. 29706
Attn: Search Committee