

**AZALEA REGIONAL LIBRARY SYSTEM
APPLICATION FOR EMPLOYMENT**

LIBRARY & POSITION: _____ DATE: _____

NAME: _____ TELEPHONE: _____

CURRENT ADDRESS: _____

EMAIL ADDRESS: _____

IF SELECTED FOR EMPLOYMENT ARE YOU WILLING TO SUBMIT TO A
BACKGROUND CHECK? YES ___ NO ___

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?
YES ___ NO ___

ARE YOU A VETERAN? YES ___ NO ___

AVAILABLE START DATE: _____

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY OUR SYSTEM? YES ___ NO ___

How many hours per week would you be able/like to work? _____

Are you able to meet year-round schedule requirements? Yes ___ No ___

AVAILABILITY:

Evening hours? Yes ___ No ___ Daytime hours (morning & afternoon)? Yes ___ No ___

Saturday hours? Yes ___ No ___ Sunday hours? Yes ___ No ___

EDUCATION/EXPERIENCE:

HIGH SCHOOL: _____ GRADUATED? Yes ___ No ___

COLLEGE: _____

DEGREE: _____

OTHER TRAINING: _____

CERTIFICATIONS: _____

SPECIAL SKILLS: (i.e. typing, computer, journalistic, etc.) _____

PREVIOUS EMPLOYMENT: (List last 3 employers, beginning with the most recent)

1. Employer name: _____ City: _____ State: _____
Phone # _____ Supervisor: _____
Dates of employment: _____ Salary: _____
Job Description: _____

2. Employer name: _____ City: _____ State: _____
Phone # _____ Supervisor: _____
Dates of employment: _____ Salary: _____
Job Description: _____

3. Employer name: _____ City: _____ State: _____
Phone # _____ Supervisor: _____
Dates of employment: _____ Salary: _____
Job Description: _____

REFERENCES: (Legal adults whom we may call for recommendations (No relatives/family))

1. _____
NAME ADDRESS PHONE

2. _____
NAME ADDRESS PHONE

3. _____
NAME ADDRESS PHONE

NAME (PLEASE PRINT)

SIGNATURE

By signing this application I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false, incorrect, or misleading information detailed on this application or provided in a subsequent interview may result in my employment being terminated.