



APPLICATION FOR EMPLOYMENT

Please complete all of the information on both sides and print legibly

PERSONAL INFORMATION:

DATE: _____

Name: _____
Last First Middle Initial

Home Address: _____
Number and Street City State Zip Code

Home Phone: _____ **Other Phone:** _____

E-mail Address: _____

State the names of any relatives employed by this library and how they are related: _____

Are you at least 16 years of age? Yes No **Are you legally permitted to work in the United States?** Yes No

Have you ever been convicted of or plead guilty to a felony or other crime (except for minor traffic offenses)?
 Yes No If yes, please explain _____

If employed, you must be able to furnish proof that you meet State of Louisiana minimum work age requirements and that you are legally entitled to work in the United States. If the position for which you are hired requires driving, you will be required to provide proof that you have a valid driver's license and insurance.

EMPLOYMENT DESIRED: Please select the position(s) you are interested in from the list below. You will be considered for only those positions checked and for which you are qualified.

- Page (book shelver) Circulation Assistant Administrative/Clerical
- Facilities Maintenance Computer Services Custodian
- Circulation Supervisor (requires Bachelor's Degree or significant library experience)
- Librarian (requires an ALA-accredited Master's Degree in Library Science) Other (specify) _____

Please indicate whether you are interested in: Full-time (40 hours/week) Part-Time

Days and hours available to work:

Flexible (available to work any day and time) Limited – indicate days and hours available to work below:

| Day/Time | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|----------|--------|--------|---------|-----------|----------|--------|
| From | | | | | | | |
| To | | | | | | | |

What is your desired wage/salary? \$ _____

How did you learn about employment at our library? Library's website Referred by _____
 Newspaper College/School Library jobs web or e-mail list Walk-in Other _____

EDUCATION:

Name and Location of High School: _____
School City/State

Did you graduate: Yes No **Circle Highest Grade Completed:** 9 10 11 12

GED or High School Equivalency Received: Yes No

List Colleges or Universities Attended:

| School Name and Location (city/state) | Course of Study | # of Years Completed | Graduated? | Degree Earned (if applicable) |
|---------------------------------------|-----------------|----------------------|---|-------------------------------|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

List any other specialized training, certifications, experience, or skills you feel we need to know about in considering your application: _____

A copy of the diploma or certificate will be required prior to hiring for all positions that require a high school diploma, GED, High school equivalency diploma, certifications, or a college degree.

EMPLOYMENT HISTORY: (List most recent employment first. Attach additional pages if necessary)

| | |
|--|--------------------------|
| Employer's Name: | Telephone: |
| | E-mail: |
| Address: | Supervisor's Name/Title: |
| Dates Employed (Month/Year): From: To: | Your Job Title: |
| Ending Pay Rate: | Reason for Leaving: |
| Brief Description of Job Duties: | |

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| Brief Description of Job Duties: | |

The St. Charles Parish Library is an equal opportunity employer in accordance with local, state, and federal laws. All qualified applicants are considered without regard to their race, color, religion, gender, national origin, age, marital status, medical condition, or disability. All offers of employment are conditional upon passing all required examinations and lab tests, including a drug screen.

I certify that all answers given by me herein are true and complete to the best of my knowledge and belief, and that any omission or misstatement of material fact on this application shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I understand that this application is not intended to create a contract, and the employment relationship, if one is commenced, may be terminated at any time, with or without cause or notice, by either party. I hereby authorize the St. Charles Parish Library to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the library any and all of my employment records without giving me notice of such disclosure.

Signature _____

Date _____

This application will remain in effect for six months. If you have not heard from the library after six months and you still wish to be considered for employment you will need to fill out and submit a new employment application.