

Please complete the following or attach résumé.

Education

School: _____ Degree Earned: _____ Projected/Year Graduated: _____

School: _____ Degree Earned: _____ Projected/Year Graduated: _____

School: _____ Degree Earned: _____ Projected/Year Graduated: _____

School: _____ Degree Earned: _____ Projected/Year Graduated: _____

Work/Volunteer Experience

List experience in reverse chronological order, beginning with your current job.

Please list only your previous three (3) positions.

1. Employer or organization: _____ Start and end dates: _____

Number of hours worked per week: _____ Supervisor's name and phone number: _____

May we contact your supervisor? Yes No

What were your duties? Why did you leave? _____

2. Employer or organization: _____ Start and end dates: _____

Number of hours worked per week: _____ Supervisor's name and phone number: _____

May we contact your supervisor? Yes No

What were your duties? Why did you leave? _____

3. Employer or organization: _____ Start and end dates: _____

Number of hours worked per week: _____ Supervisor's name and phone number: _____

May we contact your supervisor? Yes No

What were your duties? Why did you leave? _____

Criminal Background Disclosure

Have you ever been convicted of a crime? Yes No

If yes, please list charge/conviction, date, and location of charge/conviction: _____

I hereby authorize Shelby County Public Library to conduct a background inquiry on me. I understand that an offer of employment may be contingent on the successful outcome of this background check.

Yes No

Please read carefully before signing—incomplete or unsigned applications will not be considered.

I certify that the information given by me 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 Shelby County Public Library.

I agree that if I am employed by the Shelby County Public Library my employment may be terminated at any time without liability except such wages/benefits as may have been earned at the date of such termination. 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 unspecified period of time and that the library can change hours, wages, benefits, and conditions at any time.

I understand and agree that all information furnished in this application may be verified by the Shelby County Public Library. I also understand that any employment is subject to a satisfactory check of references. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organizations 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 that may result.

I understand that only finalists for this position will be contacted.

Signature: _____ Date: _____

Thank you for your interest in joining the team at Shelby County Public Library!