



APPOMATTOX REGIONAL LIBRARY SYSTEM

EMPLOYMENT APPLICATION

209 East Cawson Street
Hopewell, Virginia 23860-8414

Phone: 804-458-6329

Fax: 804-452-0909

Please Type or Print Legibly

A

GENERAL INFORMATION

1. Position Title: _____
(One per Application)

2. Social Security Number: _____ Date of Birth: _____
(Optional Unless Under 18 Years of Age)

3. Full Name: _____
Last First Middle

4. Address: _____

City State Zip Code

5. Home Telephone: _____ Business Phone: _____

6. Have you previously been employed by the Appomattox Regional Library? Yes _____ No _____
If yes, Position Held: _____ Dates of Employment _____

7. If position requires driving:
Valid Driver's License Number: _____ Issuing State _____ Expiration Date: _____

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

9. Are you willing to accept employment which requires you to travel? Yes _____ No _____

10. Please list geographical locations in which you are willing to work.

11. Are you available weekends, holidays, and varied shifts? Yes _____ No _____

12. When will you be available to start work? Date: _____

13. Have you ever been convicted of a misdemeanor; felony; or traffic violations, excluding those before your 18th birthday?
Yes _____ No _____ (If yes, please list all dates and explain)

14. List any relatives currently working for the Library or serving on the Board of Trustees.

B

EMPLOYMENT HISTORY (Begin with last or most recent paid, military, or voluntary experience.)

Company _____
Address _____
City/State/Zip _____
Telephone _____
Immediate Supervisor _____
May we contact employer: Yes _____ No _____
Job Duties _____

Position Held _____
Dates Employed _____
Starting Salary _____ Ending Salary _____
Number of Persons Supervised _____
Name if different from Present _____
Reason for Leaving _____

Company _____
Address _____
City/State/Zip _____
Telephone _____
Immediate Supervisor _____
May we contact employer: Yes _____ No _____
Job Duties _____

Position Held _____
Dates Employed _____
Starting Salary _____ Ending Salary _____
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Reason for Leaving _____

USE BLANK SHEET IF MORE SPACE IS REQUIRED.
ARLS EMPLOYMENT APPLICATION

C EDUCATION

Do you have a high school diploma? Yes _____ No _____ Date Received _____

If no, highest grade completed (1st - 12th) _____

Name and address of high school attended. _____

Do you have a GED? Yes _____ No _____ Date Received _____

Post High School Education:

Name and location of institution	Degree Received	Major/Specialty	Dates
_____	_____	_____	_____
_____	_____	_____	_____

List certification or licenses that you possess: _____

D SKILLS

Typing/Keyboarding WPM _____ Personal Computer _____ Shorthand _____

Other Office Equipment _____

Other skills (software, training, language): _____

E REFERENCES (List three persons not related to you who know your qualifications.)

Name	Address	Telephone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

F CERTIFICATION

I hereby certify that all entries and all attachments are true and complete. I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the services of the Appomattox Regional Library System. I understand that all information on this application is subject to verification and I consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the Library to rely upon and use as it sees fit any information received from such contacts.

Date _____

Applicant's Signature _____

ARLS EMPLOYMENT APPLICATION

STATE AND FEDERAL EMPLOYMENT REPORTING INFORMATION

The information listed below will NOT be used for making employment decisions and will NOT be kept with your application for employment. It is needed to analyze and assure compliance with State and Federal equal employment opportunity laws and related reporting requirements. Federal laws prohibit employment discrimination on the basis of race, color, sex, age, handicap, national origin, or religion.

Position Title _____ Date _____
Fulltime _____ Part-time _____

Name _____

Address _____

City/State/Zip _____

Home Telephone Number _____ Business Telephone Number _____

Date of Birth _____

Check: Male _____ Female _____ Check: Handicapped Yes _____ No _____

Check Race/Ethnic Group

- _____ White
- _____ Black
- _____ Hispanic
- _____ Asian and Asian American
- _____ American Indian
- _____ Other _____

Check Highest Level of Education Completed

- _____ Attended High School
- _____ High School Diploma
- _____ Attended College
- _____ Associate Degree
- _____ Bachelor's Degree
- _____ Master's Degree
- _____ PH.D or Professional Degree

Check Status

- _____ Military
- _____ Active Duty
- _____ Active Reserve

Check Referral Source

- _____ Newspaper
- _____ Employment Agency
- _____ Library Bulletin Board

____ National Guard
____ Veteran _____
____ Not Applicable

____ Minority or Women's Group
____ Friend or Relative
____ National Publication
____ Other _____