



## APPLICATION FOR EMPLOYMENT

### FAIRHOPE PUBLIC LIBRARY

Applicants are considered for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital status or veteran status.

If you are selected to participate in the interview process, you will be contacted AFTER THE POSTED CLOSING DATE.

### PERSONAL INFORMATION

Last name	First	Middle	Date
Street Address			Home phone
City, State, Zip			Business phone
Have you ever applied for employment with us? ___ Yes ___ No If yes: Month and year _____			Cell phone
Position Desired			Other phone
How did you find out about this job opening?			Email address
Are you legally eligible for employment in the United States? ___ Yes ___ No			Pay expected
Do you have relative(s) that work for the Library? ___ Yes ___ No			If yes, list name and relationship

### EDUCATION

Education	Name/Location	Course of study	# of years completed	Did you graduate?	Degree or diploma?
High School					
Business/Trade/ Technical					
College					
Graduate					

## EMPLOYMENT

Please give accurate, complete fulltime and part-time employment record. Start with your present or most recent employer.

**Note: Your application will not be considered unless every question is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.**

Company Name	Telephone
Address	Employed (month and year) From: _____ To: _____
Name of Supervisor	Hourly pay Start: _____ Last: _____
State job title and describe your work:	Reason for leaving:

Company Name	Telephone
Address	Employed (month and year) From: _____ To: _____
Name of Supervisor	Hourly pay Start: _____ Last: _____
State job title and describe your work:	Reason for leaving:

Company Name	Telephone
Address	Employed (month and year) From: _____ To: _____
Name of Supervisor	Hourly pay Start: _____ Last: _____
State job title and describe your work:	Reason for leaving:

## SKILLS

Check all that apply to your current skills and check proficiency.

	Use daily	Occasional Use	Have not used	List other skills/qualifications:
Windows (8)				
Mac				
Publisher (2013)				
Word (2013)				
Excel (2013)				
Power Point (2013)				
Access (2013)				
E-mail (GMAIL/YAHOO)				
Fax/Copier/ Scanner				
Data Entry				
E-reader Use (KINDLE/iPAD)				
Photo Editing Software				
Social Networking				
Internet Search Engines				
Other				

## PROFESSIONAL ORGANIZATIONS/ MEMBERSHIPS

<p><b><i>Membership in professional or civic organizations</i></b> (Exclude those which may disclose your race, color, disability, religion, or national origin)</p>

***NOTICE OF NONDISCRIMINATION: Fairhope Public Library does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, and status as a disabled veteran, or other protected status. Our organization highly values diversity.***

## SECURITY

Have you ever been convicted of or served time for a felony in the past seven years? Yes \_\_\_\_ No \_\_\_\_  
If yes, describe below. (This information will be reviewed for job relatedness and time since last conviction.)

When	City/State	Charge
1.		
2.		

## REFERENCES

Do not include family members or personal friends if possible. List only references who have knowledge of your work habits and skills.

Name _____ Relationship _____	Phone _____ Title _____
Name _____ Relationship _____	Phone _____ Title _____
Name _____ Relationship _____	Phone _____ Title _____

## READ AND SIGN

Have you read and understood a listing of the essential functions for this job?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you capable of performing the essential functions involved in this job or occupation, with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN**

I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire or termination without notice. I understand that the Fairhope Public Library has the right to review my education, previous employment and other background information as may be necessary in arriving at an employment decision. I hereby understand that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**\*\*\*\*\***

For employer's use only: (reference check)

Employer	Person contacted	Results
1		
2		
3		
4		