



EMPLOYMENT APPLICATION

SOUTH CHARLESTON PUBLIC LIBRARY

312 Fourth Avenue
South Charleston, WV 25303

Phone: 304-744-6561

Fax: (304) 744-8808

An Equal Opportunity Employer

Please print in black or blue ink.

If filled out on-line, use the tab key to move through the form.

Date: _____

Last (print above) First Middle Phone: Home

Address (street, apt. #) Phone: Business

City, State, Zip Code

E-mail Address

Can you provide proof of eligibility to work in the U.S. after an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	List any other names under which you have been employed. _____	Are you at least 16 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
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How were you referred to the Library? _____

Name of any relative(s) employed by the Library: _____
Name Relationship

Have you ever been employed by SCPL? Yes No

If yes, give the titles and dates of employment: _____

POSITION OBJECTIVE (write below)

For what position(s) or type of work are you applying?

Minimum salary requirement:

Are you interested in: (mark all that apply)

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Temporary Full-time |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Temporary Part-time |
| <input type="checkbox"/> Substitute | |

Date Available to Start?

Tell briefly why you are interested in employment with the South Charleston Public Library:

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Hours Available:			
	Morning	Afternoon	Evening
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT RECORD

List all employment starting with the latest employer first and activities including self-employment for the past 10 years if possible. Account for periods of unemployment. Use additional paper if necessary.

LIST YOUR CURRENT OR MOST RECENT EMPLOYER FIRST.

1. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

2. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

3. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

4. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

5. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

May we contact your current employer at this time for a reference and verification? Yes No

EDUCATION

Check highest grade completed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6	7	8	9	10	11	12	1	2	3	4	5	6+
Middle School				High School				College					

List all schools attended: high school and above, technical/vocational, college, business, military, etc.

School (write below)	Credit Hours	Did you graduate?	Certification or Degree Received	Major Subject
Name: _____ City _____ State _____		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name: _____ City _____ State _____		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name: _____ City _____ State _____		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name: _____ City _____ State _____		Yes <input type="checkbox"/> No <input type="checkbox"/>		

If you possess a Driver's License, please indicate the State and type State: _____ Type: _____
(Some of our positions require that you hold a specific type).

Special Skills and Qualifications

Summarize special training, skills and proficiencies (i.e. typing, etc.):

Please describe your knowledge and experience in using a computer. Please list any computer programs you have worked with and your proficiencies :

It is the requirement of all employees to provide exceptional service to customers – both internal and external. Please provide us with an example of a situation where you have provided or observed exceptional customer service.

Do you speak, read, write, or understand any foreign languages? Yes No If so, indicate your fluency:

List any special courses or seminars taken within the last 5 years:

ACTIVITIES

List any activities and other information you feel would be of use in evaluation of your qualifications for the position you seek (e.g., professional assoc., positions in outside organizations). Do not list information revealing race, religion, color, national origin, sex, age or ancestry.

PROFESSIONAL REFERENCES. Please furnish the names and addresses of three people to whom you are not related and who can attest to your work performance.

Name	Occupation
E-mail Address ()	Business Address ()
Home Phone	Business Phone
Name	Occupation
E-mail Address ()	Business Address ()
Home Phone	Business Phone
Name	Occupation
E-mail Address ()	Business Address ()
Home Phone	Business Phone

❖ Have you ever been convicted of a felony? Include any convictions by military trial and any criminal charges for which you are awaiting trial. Upon offer of employment, your fingerprints may be sent to local and federal agencies for record verification. Full disclosure is to your advantage because your record does not automatically disqualify you for employment. Failure to admit convictions will result in disqualification from the hiring process or discharge from the South Charleston Public Library system.

Yes No

If yes, please give a detailed explanation:

I authorize investigation of all statements in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Applicant Signature

Date