



**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