SHELBY COUNTY Libraries
enriching lives

Employment Application

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or disability.

PERSONAL INFORMATION

NAME:

_____
Last *First* *Middle*

ADDRESS:

_____
Street *City* *State* *ZIP*

_____
Phone *Email*

Under 18? ☐ Yes ☐ No *Do you have a valid Driver's License?* ☐ Yes ☐ No

GENERAL INFORMATION

Position Applying For: _____

Availability to work: Daytime: ☐ Evenings: ☐ Saturdays: ☐ All: ☐

Can you cover extra hours when needed? ☐ Yes ☐ No

Please list any relatives who are employees of this company.

_____
Name *Relationship*

_____
Name *Relationship*

EDUCATIONAL BACKGROUND

Level of Education	*Field of Study*	*Graduate Year*

PREVIOUS EMPLOYMENT HISTORY

(Please start with your most recent position first.)

Place of Employment: _____

Address _____ Position _____

City _____ State _____ Zip Code _____ Dates of Employment _____

Phone Number _____ Rate of Pay _____

Supervisor's Name _____ Reason for Leaving _____

May We Contact? ☐ Yes ☐ No

Place of Employment: _____

Address _____ Position _____

City _____ State _____ Zip Code _____ Dates of Employment _____

Phone Number _____ Rate of Pay _____

Supervisor's Name _____ Reason for Leaving _____

May We Contact? ☐ Yes ☐ No

Place of Employment: _____

Address _____ Position _____

City _____ State _____ Zip Code _____ Dates of Employment _____

Phone Number _____ Rate of Pay _____

Supervisor's Name _____ Reason for Leaving _____

May We Contact? ☐ Yes ☐ No

ADDITIONAL BACKGROUND INFORMATION

(Please feel free to use additional paper if needed.)

What knowledge, skills, or experience do you possess that directly relate to advertised position?

Describe any experience you have that relates to library services (including customer service, education, technology, and/or community engagement).

What interests you about working in a public library?

Please describe any education or training experiences you have (College, vocational programs, certifications, workshops, etc.)

Share any professional, community, or volunteer activities you've been involved in, including leadership roles. (You may omit organizations that would reveal personal characteristics such as race, religion, or age.)

REFERENCES

Please list the names and phone numbers of individuals who can speak to your work or educational background. References may be contacted as part of the hiring process.

Name	Phone (Work) / (Cell)	Years Known
	/	
	/	

APPLICANT ACKNOWLEDGMENT AND AGREEMENT

(PLEASE READ THE FOLLOWING BEFORE SIGNING)

I certify that the information I have provided is true and complete to the best of my knowledge. I authorize Shelby County Libraries to conduct any investigations necessary to make an employment decision and release all employers, schools, and individuals from liability for providing information in connection with this application.

I understand that employment at Shelby County Libraries is "at-will", which means that either I or Shelby County Libraries may terminate the employment relationship at any time, with or without prior notice, for any reason not prohibited by law. I acknowledge that all employment is based on this at-will relationship. I further understand that no supervisor or manager, except the Executive Director, has the authority to modify this at-will status.

In the event of employment, I understand that any false or misleading information provided in my application or during the interview process may result in termination of employment. I also understand that, if employed, I will be required to comply with all rules and regulations of Shelby County Libraries.

Signature _____ Date _____