



**Jackson County  
Public Library**

# Application for Employment

Jackson County Public Library is an equal opportunity employer. It is our policy that all persons shall have equal employment opportunity regardless of race, sex, color, religion, national origin, age, disability, or veteran status.

It is also Jackson County Public Library's policy to safeguard and hold in the strictest of confidence the information provided by the applicant. The use of any information is limited to valid business, regulatory, or legal requirements. Application will be kept on file one year.

Please print in ink.

Must list position.

Position applying for (1) \_\_\_\_\_ (2) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City/State ZIP code

Phone: Cell \_\_\_\_\_ Other \_\_\_\_\_

Email Address: \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_  
Name

Home address \_\_\_\_\_ Cell \_\_\_\_\_

Have you previously applied for a job at Jackson County Public Library?

Yes  No If yes, when? \_\_\_\_\_

Do you have any relatives working at Jackson County Public Library?  Yes  No

If yes, who, and where does he or she work? \_\_\_\_\_ Relationship \_\_\_\_\_

What prompted your application?

On my own  Job Posting  Indeed  
 Library Staff Referral \_\_\_\_\_

Do you have a valid Evergreen card?  Yes  No

If yes, what is your card number? \_\_\_\_\_

### Educational Record

School	Name and Location		Dates Attended (mos. & yrs.)	Highest Grade Completed	Did you Graduate? (GPA)	Type of Degree Received (AAS,BS, etc.)	Course of Study
High School	Name		X	X		X	
	City and State						
College	Name	From					
	City and State	To					
College	Name	From					
	City and State	To					
Business, Trade, or Other	Name	From					
	City and State	To					

Do you have a GED?  Yes  No

### Professional Certifications

Type	Organization or State Issued	Date Issued	Number
Type	Organization or State Issued	Date Issued	Number

### Personal Data

Applying for      Full-time Only \_\_\_\_\_      Part-time Only \_\_\_\_\_  
   Full or Part-time \_\_\_\_\_      Temporary \_\_\_\_\_

Date available for work \_\_\_\_\_      Are you available to work: weekends \_\_\_\_\_ evenings \_\_\_\_\_  
   on bookmobile \_\_\_\_\_ (no chauffeur's license or CDL required)

Explain how your background is appropriate to the position for which you are applying.

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# Employment Data

List your last five places of employment, most recent first. **IF YOU WORKED UNDER A NAME OTHER THAN INDICATED ON FRONT OF APPLICATION, PLEASE INDICATE BELOW.**

Company name and address		Employed from	to	Starting job title
		mo. yr.	mo. yr.	
		Type of business		Ending job title
Company telephone number ( )	May we contact the company? Yes <input type="checkbox"/> No <input type="checkbox"/>		Supervisor's name and job title	
Was the position full time? Was the position part time?	What shift did you work		Ending salary \$	
Describe your responsibilities and duties (the work you did) _____ _____				
Reason for leaving? _____ _____				

Company name and address		Employed from	to	Starting job title
		mo. yr.	mo. yr.	
		Type of business		Ending job title
Company telephone number ( )	May we contact the company? Yes <input type="checkbox"/> No <input type="checkbox"/>		Supervisor's name and job title	
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		mo.      yr.	mo.    yr.	
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Describe your responsibilities and duties (the work you did) _____ _____				
Reason for leaving? _____ _____				

### Professional References

Please list at least three professional references, not related to you, whom you have known at least one year.

name	address	phone number	relationship

## Read carefully before signing

I hereby certify that the information that I set forth above in my application is true and accurate to the best of my knowledge. I understand that if I am employed by the library, falsified statements or omissions on this application shall be considered sufficient cause for dismissal. I realize that past employment records, references, and other information stated by me is subject to inquiry, and I hereby authorize Jackson County Public Library to investigate any of the above stated information, and I release said library and my former employers from any liability resulting from said investigations. I further realize that nothing herein is intended to, in any sense, constitute a contract of employment in whole or in part.

**Job offers are contingent upon the completion of a background check.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## For Human Resources use only

Job title \_\_\_\_\_

Full-time

Starting pay \_\_\_\_\_

Part-time

Starting date \_\_\_\_\_ Department \_\_\_\_\_

Temporary

Comments \_\_\_\_\_

Six month anniversary \_\_\_\_\_



**Jackson County  
Public Library**

303 West Second Street  
Seymour, IN 47274  
812-522-3412