



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						
	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.

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 ☐ No ☐		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 ☐ No ☐		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? _____ _____				

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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 ☐ No ☐		Supervisor's name and job title	
Was the position full time?	What shift did you work		Ending salary	
Was the position part time?			\$	
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 ☐ No ☐		Supervisor's name and job title	
Was the position full time?	What shift did you work		Ending salary	
Was the position part time?			\$	
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 _____



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