



Applicant Information

Last Name _____ First _____ M.I. _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail address _____

Date Available _____ Desired Salary _____

Position Applied for _____

Are you a U.S. citizen? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No If so, when? _____

Have you ever been convicted of a felony? Yes No If yes, please _____

Are you willing to submit to a pre-employment drug screen? Yes No

Education

High School _____ Address _____

From _____ To _____ Did you graduate? Yes No

College _____ Address _____

From _____ To _____ Did you graduate? Yes No Degree _____

Other _____ Address _____

From _____ To _____ Did you graduate? Yes No Degree _____

References

Please list three professional references

Full Name _____ Relationship _____

Company _____ Email _____

Address _____ Phone _____

Full Name _____ Relationship _____

Company _____ Email _____

Address _____ Phone _____

Full Name _____ Relationship _____

Company _____ Email _____

Address _____ Phone _____

Previous Employment

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor? Yes No

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor? Yes No

Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

Military Service

May we contact your previous supervisor? Yes No

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain _____

I certify that my answers are true and complete to the best of my knowledge.

Disclaimer and Signature

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Additionally, I understand that a background check is required for employment.

Signature _____ Date _____

HABERSHAM

COUNTY LIBRARIES

Employment Application

List any special skills that you have especially related to the job for which you are applying.

Why do you want to work at the library?

Why would you make a good library employee?

Do you have a PINES card?

Staff schedules reflect the demands of the library—we are operational 6 days a week. Each staff member works a Saturday rotation. What is your availability?

Please number the following in numerical/alphabetical order beginning with one and going through eight.

- _____ 410.461 CA
- _____ 401.018 CAB
- _____ 444.224 A
- _____ 410.461 CCA
- _____ 444.224 AAB
- _____ 444.02 AL
- _____ 401.08 FOL
- _____ 444 F