



**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 5 days a week. You may be required to work a closing shift as late as 7pm some days. 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