



Grant Parish Library – Employment Application

Type or print clearly in ink. Email complete application to:
adminassistant@grant.lib.la.us with subject “Employment Application”

It is the policy of the Grant Parish Library System to provide equal opportunity for all qualified persons and not to unlawfully discriminate against any employee or qualified applicant for employment because of: race, ancestry, national origin, religion, sex, marital status, sexual orientations, disability, mental condition, age, or veteran status.

Personal Information

Name (Last, First): _____

Address (Street, City, State, Zip Code):

Mailing Address (if different):

Home Phone: _____ Work Phone: _____

Cell Phone: _____

If you are under 18 years of age, please list your birthdate (MM/DD/YYYY): _____

Do you have any relatives working for the Grant Parish Library System, Towns of Montgomery, Dry Prong, Pollock, and/or Georgetown (including Town Council Members)?

Yes _____ No _____

Have you ever worked for the Grant Parish Library System? Yes _____ No _____

If yes, under what name? _____

In what position(s) and dates of employment? _____

Position

(Note that all positions require some weekend and evening work, specific location availability, ability to work at any/all location(s) on occasion, and willingness to work alone.)

Position(s) in which you are interested: _____

Consider for (check all that apply):

Full-Time _____	Part-Time _____	Either _____
Colfax _____	Dry Prong _____	Georgetown _____
Montgomery _____	Pollock _____	Any Location _____

State any restrictions on your working schedule:

Education

High School

Name and Location: _____

Dates of Enrollment: _____

Did you graduate? Yes _____ No _____ If yes, date: _____

If no, did you receive a GED? Yes _____ No _____ If yes, date: _____

Vocational/Technical School

Name and Location: _____

Dates of Enrollment: _____

Course(s) Studied: _____

Course(s) Completed: _____

Certification Received (if any): _____

College

Name and Location: _____

Dates of Enrollment: _____

Course(s) of Study: _____

Did you graduate? Yes _____ No _____ If yes, date: _____

Other Schools or Training

Name and Location: _____

Course(s) Studied: _____

Dates of Enrollment: _____

Name and Location: _____

Course(s) Studied: _____

Dates of Enrollment: _____

Name and Location: _____

Course(s) Studied: _____

Dates of Enrollment: _____

Please use the space below to describe other skills, abilities, and/or volunteer work, and life experiences you have that would contribute to your success in a position at Grant Parish Library.

Employment History

Please list your employment history for the past ten years, including military service and volunteer activities, starting with your most recent employer.

If you are currently employed, may we contact your present employer? Yes _____ No _____

Employer Name: _____

Address: _____

Supervisor's Name/Phone: _____

Job Title and Duties: _____

Employment Dates (month/year) from _____ to _____

Reason for Leaving: _____

Employer Name: _____

Address: _____

Supervisor's Name/Phone: _____

Job Title and Duties: _____

Employment Dates (month/year) from _____ to _____

Reason for Leaving: _____

Employer Name: _____

Address: _____

Supervisor's Name/Phone: _____

Job Title and Duties: _____

Employment Dates (month/year) from _____ to _____

Reason for Leaving: _____

Employer Name: _____

Address: _____

Supervisor's Name/Phone: _____

Job Title and Duties: _____

Employment Dates (month/year) from _____ to _____

Reason for Leaving: _____

Self-Rated Skills Inventory

Please indicate your level of experience below by entering the letters of the scale which best reflects the extent of your expertise. Fill in all rating spaces. The Grant Parish Library is becoming more and more automated and dependent on technology. This inventory will show overall skill level you bring as a candidate.

Expertise Scale (*these may not fit all skills, but use the one that best describes your level of expertise/ability in each area*).

N = no experience, would need immediate or basic training

S = some experience, have used but may require refresher training

P = proficient, no training required

AP = advanced proficiency, no training required, able to train/assist others

Basic Computer Skills

_____ Microsoft Word
_____ Microsoft Excel
_____ Google Workspace
_____ Windows 10

Internet Skills

_____ Email
_____ Internet Browsers (ex: Internet Explorer, Netscape)
_____ Search Engines (ex: Yahoo, Google, Alta Vista)
_____ Evaluating Website Credibility
_____ Virtual Meeting Platforms (ex: Zoom, Microsoft Teams)

Special Library-Related Skills

_____ Automated Circulation System (ex: Autographics, Sierra)
_____ Online Catalog (ex: Verso, Encore)
_____ Understanding of Dewey Decimal System
_____ Chauffeur's license or CDL
_____ Online databases, indexes, encyclopedias, etc.
_____ Shelving
_____ Genealogy
_____ Customer Service
_____ Grant Writing

Words Typed per Minute: _____

Have you been convicted of a crime within the past ten (10) years? Yes _____ No _____
Answering "yes" does not automatically bar employment. Factors such as the date of the offense, seriousness, and nature of violation, rehabilitation, and position applied for will be taken into account.

If "yes", please explain:

Professional References

Please list people who have knowledge of your skills, work performance, and attitudes:

Name: _____

Address: _____

Phone: _____

Occupation: _____

Years Known: _____

Name: _____

Address: _____

Phone: _____

Occupation: _____

Years Known: _____

Name: _____

Address: _____

Phone: _____

Occupation: _____

Years Known: _____

Application Statement

I hereby state that the information given by me in this application and any other employment documents is true in all respects. I agree that if I am employed, and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ (except as noted). I also authorize the educational institutions, which I have entered on this application to release information pertaining to my enrollment, GPA, and degree(s) obtained.

I understand that not everyone who submits an application is interviewed or contacted. I understand that any job description, handbook or policy manual that I may receive will not constitute an employment contract, but will be merely a statement of Grant Parish Library System's current job description(s) and/or policies which will not assure me of specific treatment in specific situations.

I understand that if I am offered employment by Grant Parish Library System, I or GPLS will have the right to terminate the employment relations, at any time during my probationary period, with or without cause, and with or without notice. If employed, I shall willingly comply with all rules and regulations of the Grant Parish Library System. I also understand that I may be required to submit to a drug screening as a condition of employment or continued employment.

I certify that I have read, fully understand, and accept all terms of the Application Statement.

I certify that I have answered every question honestly and to the best of my ability.

Signature: _____ Date: _____

Print/Type Name: _____