



Monroe County Public Library Application for Employment or Volunteer Position

Job Title Volunteer Housekeeper Outreach Coordinator Circulation Library Director
 Applying for

Personal Information	
Name	
Address	
City State Zip	
Phone and Email	

Personal Availability	
Days /Hours Available for Work	
Salary Requirements	
Full Time/Part Time	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Date You Can Start	

Education	
High School and Year of Graduation or GED	
Community or Tech College and City, State	
Degree Received and Year of Receipt	
College or University or Graduate School and City, State	
Highest Degree Received and Year of Receipt	

Employment History	
Most Recent Employer City and State	
Start and End Dates of Employment	
Employer City and State	
Start and End Dates of Employment	
Employer City and State	
Start and End Dates of Employment	

Page Two	
Name	
Phone Number	

References			
<p>We must be able to contact your references. Please provide a valid phone number. By listing someone on this form, you are giving a representative of The Monroe County Public Library permission to contact these people as references for you. You are giving your references permission to answer questions about your prior employment history and performance. Please choose references who have known you for at least two years. Please indicate if each reference is a business or personal reference. DO NOT LIST FAMILY MEMBERS.</p>			
List Three References below. List phone numbers. Tell how you know the reference (business only or personal)			
Reference Name		Phone Number with Area Code	
How do you know this person?			
Reference Name		Phone Number with Area Code	
How do you know this person?			
Reference Name		Phone Number with Area Code	
How do you know this person?			

Read and sign below if these statements are true	
I _____ am applying for the position of _____ with The Monroe County Public Library.	
<ol style="list-style-type: none"> 1. The information I have provided on this application is true and accurate to the best of my ability. 2. I give my permission for an agent of The Monroe County Public Library to contact the references listed above and inquire about my employment history and personal character as it applies to the position for which I am applying. 3. I understand that completion of this application in no way guarantees me employment or a volunteer position with The Monroe County Public Library. 4. I understand that if I am offered a position with The Monroe County Public Library, a drug test and/or a background check may be required. Failure to voluntarily submit to or pass either test can nullify and void any offer and can prevent me from being considered for up to six months. 5. I am legally allowed to work or volunteer inside the State of Alabama in the United States of America. 6. I have not been convicted of crime that involves the physical or mental injury or maltreatment of a child, the elderly, or an individual with disabilities. 7. A resumé IS or IS NOT attached to this application. Please circle one. 	
Signed	
Date	

Submit completed application and resumé to:
Attention Library Director Monroe County Public Library 121 Pineville Road Monroeville, AL 36460
or email director@moncolib.org

Thank you for submitting your application to The Monroe County Public Library.
Your application will remain on file for six months from the date of your signature above and you will be contacted for additional information if you are selected to interview for an open position with the library team.