

for office use only  
**Date Received:**    /    /

# Chestatee Regional Library System

## *Application for Employment*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin

**APPLICATION DATE:** \_\_\_\_\_

### PERSONAL INFORMATION

Name:		E-mail address:	
<small>Street</small>	<small>City, State</small>	<small>Zip</small>	Phone Number: (    )
Address:			
How long at current address:		Are you 16 years of age or older? (Y/N)	
Have you ever been convicted of a felony?		If yes, please explain:	

### EMPLOYMENT DESIRED

Position applied for:	Referred by:
Salary Desired:	Date that you can start:
Have you ever applied to this library before?	If yes, when?
Can we contact your current employer?	

### EMPLOYMENT HISTORY

*Please list past employers beginning with the most recent employer*

Employment Dates		Name and Address of Employer	Position	May we contact?	Reason for leaving
From: (Mo/Yr)	To: (Mo/Yr)				
				Ph#:	
				Ph#:	
				Ph#:	
				Ph#:	

### EDUCATION

School	Name/Location of School	Last year completed	Did you graduate?	Subjects Studied &/or Degree Received
High School				
College				
Trade, Business or Correspondence School				

(Continued on other side)

*Application for Employment (continued)*

## GENERAL

Subjects of Special Study or Research Work

Job-related Skills (typing, computers...)

Activities (Civic, athletic, academic)

## REFERENCES

*List 3 persons not related to you, that you have known for at least one year (preferably at least 1 previous employer)*

Name	Address	Phone	Years Acquainted

**If you are hired by the Chestatee Regional Library System, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

## AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand, that if hired, my employment will be "at will" and without a fixed term, and may be terminated at any time, with or without cause and without prior notice.

I understand that filling out this form does not indicate there is a position open and does not obligate the library to hire. I agree to abide by all library work rules, policies and procedures. The library retains the right to revise its policies or procedures, in whole or part, at any time.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

for office use only:	Interviewed	Ref. Checked	Job Offered	Rej. Letter
Yes/No	_____	_____	_____	_____
Date	_____	_____	_____	_____