

APPLICATION FOR EMPLOYMENT

Personal Information

Name (First, Middle, Last) _____

Full Address
(Including Street, City, State & Zip) _____

Home Phone # _____ Cell Phone # _____

E-mail address _____

Are you eligible to work in the US? Yes _____ No _____

Are you at least 16 years or older? Yes _____ No _____

Have you ever worked for ALCPL before? Yes _____ No _____

Employment Desired

Position Applying For: _____

Employment Desired Full-Time _____ Part-Time _____

Are you currently employed? Yes _____ No _____

Date you can start _____ Salary Desired _____

Education (High School/College/University/Trade School/Other)

Name and Location	# of Yrs Completed	Degree & Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special Training or Skills

List any special training or skills that would be of benefit in the job for which you are applying:

Employment History

Answer questions for each period of employment starting with the most recent. Please use additional sheet if needed.

Name of Employer _____ Phone # _____
Position _____
Full Address _____
Supervisor's Name and Title _____
Dates Employed
(Include Month/Day/Year) From _____ To _____
Salary _____
Describe the Work Performed _____
Reason for Leaving _____

Name of Employer _____ Phone # _____
Position _____
Full Address _____
Supervisor's Name and Title _____
Dates Employed
(Include Month/Day/Year) From _____ To _____
Salary _____
Describe the Work Performed _____
Reason for Leaving _____

Name of Employer _____ Phone # _____
Position _____
Full Address _____
Supervisor's Name and Title _____
Dates Employed
(Include Month/Day/Year) From _____ To _____
Salary _____
Describe the Work Performed _____
Reason for Leaving _____

Are you a retiree of The Retirement Systems of Alabama? YES _____ NO _____

References

List references (work references preferred). Do not include relatives. Give telephone numbers and e-mail addresses if at all possible.

Name _____ Address _____
Phone # _____ E-mail _____
Relationship to Applicant _____

Name _____ Address _____
Phone # _____ E-mail _____
Relationship to Applicant _____

Name _____ Address _____
Phone # _____ E-mail _____
Relationship to Applicant _____

Why are you interested in this position?

Please read carefully before signing:

Athens-Limestone Public Library (ALCPL) accepts applications for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other.

I understand that neither the completion of this application, nor any other part of my consideration for employment establishes any obligation for ALCPL to hire me. If I am hired, I understand that either ALCPL or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of ALCPL has the authority to make any assurance of the contrary.

I attest with my signature below that I have given to ALCPL true and complete information on this application. No requested information has been concealed and I authorize ALCPL to contact references provided for employment references checks. If any information I have provided is untrue, or if I have concealed material information, I understand that will constitute cause for the denial of employment or immediate dismissal.

I understand that I will be subject to a criminal background check. Please initial:

Signature _____ Date _____