Piedmont Regional Library System

Employment Application

GENERAL INFORMATION

Evaluations of applications are based on individual merit. Information **MUST BE COMPLETE** so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. We will hire only authorized workers, regardless of national origin. This application must be typed or printed. You must sign and date your application in ink. Incomplete applications may be rejected. Resumes are not accepted in lieu of a completed application.

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| --- | --- | --- | --- |
| Date of Application: | Click or tap to enter a date. | Position Title: |  |
|  |  | Applications are accepted for currently advertised positions only. | |

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| --- | --- | --- | --- | --- |
| Name: |  |  |  |  |
|  | Last | First | MI | Goes By |
| Address: |  |  |  |  |
|  | Street | City | State | Zip Code |
| Telephone: |  | Email: |  | |

|  |  |
| --- | --- |
| How did you hear of this opening? |  |
| Date Available to begin work: | Click or tap to enter a date. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Have you filed an application here before? |  | Yes |  | No | If yes, when? | Click or tap to enter a date. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you at least 18 years old? |  | Yes |  | No |
| If not, can you furnish a work permit? |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you legally eligible to work in the United States? |  | Yes |  | No |

If offered employment, you may be required to provide documentation to verify employment eligibility. Failure to verify employment eligibility in the US may result in a determination that the applicant is ineligible for employment with PRLS.

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| --- | --- | --- | --- | --- | --- | --- |
| Will you accept: |  | Full-time work |  | Part-time work |  | Temporary work |

EDUCATION

If offered employment, you may be required to provide proof of educational background.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a High School Diploma or GED? |  | Yes |  | No |

Colleges/Universities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | City/State | Hours Earned | Major | Degree Completed |
|  |  |  |  |  |
|  |  |  |  |  |
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Describe special skills, courses, training, qualifications and/or certifications which relate to this position:

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|  |

List professional or community activities and offices held (you may exclude those that indicate race, color, religion, sex of national origin):

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|  |

EMPLOYMENT HISTORY

Describe your employment history beginning with your current or most recent job. You should include military and volunteer experience, and periods of unemployment. Failure to give complete information regarding each job held may result in your disqualification. Accurate phone numbers for all employers are necessary. ***A RESUME MAY BE ATTACHED ONLY AS ADDITIONAL INFORMATION AND WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.*** If you do not have an employment history, attach a list of three (3) references who can speak to your professional experience and/or qualifications for the job. **DO NOT LIST RELATIVES**. If you need additional space, please continue on a separate sheet of paper.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company: | Telephone: | Dates Employed: | From:  Click or tap to enter a date. |
| To:  Click or tap to enter a date. |
| Address: | | Supervisor: | |
| Job Title: | Starting Salary: | Ending Salary: | |
| Job Duties: | | | |
| Reason for Leaving: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company: | Telephone: | Dates Employed: | From:  Click or tap to enter a date. |
| To:  Click or tap to enter a date. |
| Address: | | Supervisor: | |
| Job Title: | Starting Salary: | Ending Salary: | |
| Job Duties: | | | |
| Reason for Leaving: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
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| Address: | | Supervisor: | |
| Job Title: | Starting Salary: | Ending Salary: | |
| Job Duties: | | | |
| Reason for Leaving: | | | |
| Name of Company: | Telephone: | Dates Employed: | From:  Click or tap to enter a date. |
| To:  Click or tap to enter a date. |
| Address: | | Supervisor: | |
| Job Title: | Starting Salary: | Ending Salary: | |
| Job Duties: | | | |
| Reason for Leaving: | | | |

AUTHORIZATION TO RELEASE INFORMATION

I have made application for employment with the Piedmont Regional Library. I authorize my former employers to give any information regarding my employment. I hereby release them from any damage whatsoever for issuing same.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| May we contact your present employer? | |  | Yes |  | No |
| Comments: |  | | | | |

*You must sign the “Authorization to Release Information” statement to enable us to contact prior employers.*

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| --- | --- | --- | --- |
| Your Signature: |  | Date: | Click or tap to enter a date. |

APPLICANT’S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for employment (and in any materials submitted with this application) are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment. The Piedmont Regional Library System is hereby authorized to make any investigation of my prior educational and work history.

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| --- | --- | --- | --- |
| Your Signature: |  | Date: | Click or tap to enter a date. |

Resumes, letters of reference, etc. submitted with the Application become the property of the Piedmont Regional Library and cannot be returned. The information you have provided on the application is subject to public disclosure under the Georgia Open Records Act.

5.17.21