

# Greenville Public Library

## Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the organization.

<b>Date of Application</b>	<b>Position Desired</b>	<b>Employment Type</b>		
		<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Volunteer

### Personal Information

Full Name:	Date of Birth:
Address:	Phone:
Email:	
Hours of Availability: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> All <input type="checkbox"/> Other: _____	
Have you ever been employed at GPL? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, when?
Do you have reliable transportation to work? <input type="checkbox"/> No <input type="checkbox"/> Yes	How did you hear about us?

### Educational Background

Degree or Equivalent	School & Degree	Graduation Year	City & State
<b>High School:</b>			
<b>College:</b>			
<b>Other:</b>			

### Special Skills or Qualifications (job-related training, skills, licenses, certificates, etc.)

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### References (do not include employers or family members)

Name of Reference	Phone	Years Known	Relationship

## Employment History (most recent)

Employer:	Address:		
Immediate Supervisor and title:		Phone:	
Position Held:	Dates employed:		to
Job Summary:			
Reason for Leaving:		Ending Wage:	

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Immediate Supervisor and title:		Phone:	
Position Held:	Dates employed:		to
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I hereby authorize Greenville Public Library (forthwith called GPL) to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability GPL and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand that it is the policy of GPL not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide a satisfactory proof of identity and/or legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_