

HARRISON COUNTY LIBRARY SYSTEM

APPLICATION FOR EMPLOYMENT

Name: _____ SSN: _____

Address: _____

Phone: _____ Resume attached: yes no

Position(s) applied for: Full-time: yes no Part-time: yes no

Available to Work: Weekends: yes no Nights: yes no

Library location(s) where you are interested in working (circle one or more):

All Locations	Biloxi (trailer)	West Biloxi	Margaret Sherry Memorial
D'Iberville	Gulfport (trailer)	Orange Grove	Pass Christian
Administrative HQ	Saucier	Woolmarket (trailer)	

EDUCATION

Name/Address or Institution	Dates Attended and/or Graduated	Degree
-----------------------------	---------------------------------	--------

High School: _____

College or University: _____

Other Business, Trade, Military or Technical Training: _____

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

(1) Company Name: _____

Address: _____

Name/Title of Supervisor: _____ Phone: _____

Job Title/Description of Work: _____

Date of employment: From: _____ To: _____ Rate of pay: _____

Reason for leaving: _____

(2) Company Name: _____

Address: _____

Name/Title of Supervisor: _____ Phone: _____

Job Title/Description of Work: _____

Date of employment: From: _____ To: _____ Rate of pay: _____

Reason for leaving: _____

(3) Company Name: _____

Address: _____

Name/Title of Supervisor: _____ Phone: _____

Job Title/Description of Work: _____

Date of employment: From: _____ To: _____ Rate of pay: _____

Reason for leaving: _____

IF YOU NEED ADDITIONAL SPACE PLEASE USE A SEPARATE SHEET OF PAPER.

PERSONAL

If under 18 years of age, can you provide proof of eligibility to work? yes no
Are you a citizen of the United States? yes no
If no, are you legally eligible for employment in the U.S.? yes no
Are you physically or otherwise unable to perform the duties of the job for which you are applying? yes no
Have you ever been employed with us before? yes no
If yes, when? _____
*Have you ever been convicted of a crime other than a traffic violation? yes no
If yes, please explain: _____

(*Conviction will not necessarily disqualify you for employment.)

May we contact your current employer? yes no
Are you willing to work weekend or evening hours if scheduled to do so? yes no

Please comment on anything about yourself - skills, interests, hobbies, participation in organizations, goals, special projects you have undertaken, - that you believe pertinent to your application for employment with the Harrison County Library system.

REFERENCES

Please provide the names of three people who are familiar with your qualifications. Providing this information gives this Institution permission to contact the references listed.

(1)Name: _____
Address: _____
Phone: _____

(2)Name: _____
Address: _____
Phone: _____

(3)Name: _____
Address: _____
Phone: _____

APPLICANT'S ACKNOWLEDGMENT

(This application shall be considered active for no more than one year. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from this Institution constitutes an employment contract unless a specific document is executed in writing by the employer and employee.)

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision. In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I also understand that if employed, I am required to abide by all rules and regulations of the Institution and any special agreements reached between the Institution and me.

Signature: _____ Date: _____

Completed applications may be returned to any Harrison County Library System location or by mail to this address:

Harrison County Library System
Attention: Personnel
PO Box 4018
Gulfport MS 39502

For Personnel Department Use Only

Test: _____ Score: _____

Library location: _____ Title: _____

Class: _____ Salary: _____ Start Date: _____

Supervisor: _____
