

SOUTHWEST GEORGIA REGIONAL LIBRARY EMPLOYMENT APPLICATION

			DATE		
LAST NAME		FIRST	MIDDLE	SS#	
STREET ADDRESS				PHONE	
CITY		STATE	ZIP	18 YRS OR OLDER?	
POSITION APPLYING FOR				DATE AVAILABLE	
EMERGENCY CONTACT		ADDRESS		PHONE	
HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN					
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHAT TYPE OF VISA DO YOU HOLD?					
ARE YOU ABLE TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING? <input type="checkbox"/> YES <input type="checkbox"/> NO					
EDUCATION	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE
HIGH SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO	
TRADE OR BUS. SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE OR UNIVERSITY				<input type="checkbox"/> YES <input type="checkbox"/> NO	
GRADUATE SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO	

LIST ANY LIBRARY SCHOOL, LIBRARY TRAINING, OR MILITARY EXPERIENCE

SPECIAL COURSES, TRADES, BUSINESS, OR TRAINING

CONTINUED ON OTHER SIDE

EXPERIENCE-LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT					
NAME AND ADDRESS OF COMPANY	DESCRIBE YOUR WORK	SALARY	DATE STARTED	LEFT	REASON FOR LEAVING

INTEREST AND HOBBIES _____

LIST MAGAZINES & NEWSPAPERS YOU READ RECENTLY _____

LIST BOOKS IN ORDER OF PREFERENCE WHICH YOU HAVE READ RECENTLY _____

ADDITIONAL INFORMATION SUCH AS BOOKS WRITTEN, ACTIVITIES, ACCOMPLISHMENTS, PUBLICATIONS, TYPING, COMPUTER EXPERIENCE, LANGUAGES SPOKEN, PUBLIC SPEAKING, ETC. _____

TO WHAT CLUBS OR ORGANIZATIONS DO YOU BELONG? _____

REFERENCES

GIVE AT LEAST THREE PERSONS (NOT RELATIVES) WHO KNOW MOST ABOUT YOUR QUALIFICATIONS AND CAPABILITIES.

NAME

ADDRESS

PHONE NUMBERS

Applicant's Signature

F://staff/Originals/employmentapplication

