



Main Library
614 S. Polk Avenue
Jonesboro, LA 71251

Chatham Branch
1500 Pine Street
Chatham, LA 71226

APPLICATION FOR EMPLOYMENT

Please complete the information below and attach a resumé and cover letter. Applications should be returned to: Jackson Parish Library, ATTN: Director, 614 S. Polk Avenue, Jonesboro, LA 71251.

Date _____

Name _____
Last First Middle

Present physical address _____

Present mailing address _____

Daytime phone _____ Evening/Cell phone _____

Email address _____

Are you 16 years of age or older? _____ (If hired, you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.? _____

Position for which you are applying _____

Salary expected \$_____ per _____

If offered employment, on what date would you be available to begin work? _____

Are you available to work: _____ Full time _____ Part time

Please list your schedule of availability if you are hired:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Are you currently employed? _____

If yes, may we contact your current employer? _____

Have you been convicted of a felony for which you have not been pardoned? _____

If yes, please explain. (Convictions are not a bar to employment.)

EDUCATION AND TRAINING

Name & Location _____ Degree/Certificate _____

High school or equiv. _____

College/University _____

Major _____

Graduate/Professional _____

Major _____

Trade/Business _____

Course of study _____

Other/Additional _____

If you did not complete a program, please list relevant classes/hours here:

Please describe any special skills, qualifications, training or experience you have that relate to the position for which you are applying. (Attach additional information if necessary.)

What machines, equipment, and software can you use that are related to this position? (Be specific about computer skills.)

Are you conversant or fluent in any language other than English? Please explain.

Do you have a Class D Chauffeur's License or CDL? _____ Yes _____ No

Are you certified by the Louisiana State Board of Library Examiners? _____ Yes _____ No

EMPLOYMENT EXPERIENCE

(Please list current or most recent first.)

1. Employer _____ Dates employed _____

Address _____

Phone Number _____ Position/Duties _____

Supervisor _____ Reason for leaving _____

Beginning Salary _____ Ending Salary _____

Main duties/responsibilities: _____

2. Employer _____ Dates employed _____

Address _____

Phone Number _____ Position/Duties _____

Supervisor _____ Reason for leaving _____

Beginning Salary _____ Ending Salary _____

Main duties/responsibilities: _____

3. Employer _____ Dates employed _____

Address _____

Phone Number _____ Position/Duties _____

Supervisor _____ Reason for leaving _____

Beginning Salary _____ Ending Salary _____

Main duties/responsibilities: _____

REFERENCES

Please list at least two persons not related to you who can speak with firsthand knowledge of your personal and professional character and capabilities.

Name _____ Years Acquainted _____

Contact Information

Name _____ Years Acquainted _____

Contact Information

Name _____ Years Acquainted _____

Contact Information

APPLICANT STATEMENT

I certify that all information I have provided in this application is true and complete. I understand that any false

Information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the Jackson Parish Library does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the Jackson Parish Library and my employment may be terminated at any time, without cause and without notice.

I understand I may be required to successfully pass a background check. I hereby consent to a pre- and/or post-employment background check as a condition of employment, if required.

Applicant's Signature _____ Date _____

Revised 5/2015