



Application for Employment

Enterprise Public Library

101 East Grubbs Street

Enterprise, Alabama 36330

Phone: (334) 347-2636

Fax: (334) 393-6477

www.enterpriselibrary.org

Applicants for any Enterprise Public Library position are considered without regard to race, color, religion, sex, national origin, marital status, or the presence of a medical condition or handicap unrelated to the position. Applicants are requested to complete this form and return it to the Director of the Enterprise Public Library. All information will be treated as confidential and should be as complete as possible. (Any misrepresentation is cause for rejecting this application and for dismissal after appointment.)

PLEASE PRINT OR TYPE

Position: _____ Date of Application: _____

PERSONAL INFORMATION

Full Name:

(last)

(first)

(middle initial)

Current Address:

(Street w/ apt. # and/or P.O. Box)

(City)

(State)

(Zip)

Are you legally eligible for employment in the USA?

☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor?

☐ Yes ☐ No

Home Phone ____/____-____

Cell Phone ____/____-____

Best time for contact: _____

EDUCATION AND TRAINING

Please include any training relative to the position you are applying for, including military:

Name & Location of School	Major / Minor area of study	Did you graduate?	Degree/Certificate	Number of Yrs. attended
High School				
College/University				
College/University				
College/University				
Other Education/Military Experience				

WORK EXPERIENCE

Beginning with your Present or most recent employer, describe all Work Experience including Military, Volunteer and Intern Experience.
(Attach additional sheets if necessary)

Name of Present or Most Recent Employer			Name of Supervisor/Title		
<u>Starting Date</u>	<u>Leaving Date</u>	Salary \$ ____ per ____ (optional)		Reason for Leaving	
Month/Year	Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ____ hrs/wk			
Job Title (Present or Most Recent)			Address		Phone #

Job Duties:

May we contact this employer? ☐ Yes ☐ No

Name of Employer			Name of Supervisor/Title		
<u>Starting Date</u>	<u>Leaving Date</u>	Salary \$ ____ per ____ (optional)		Reason for Leaving	
Month/Year	Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ____ hrs/wk			
Job Title (Present or Most Recent)			Address		Phone #

Job Duties:

May we contact this employer? ☐ Yes ☐ No

Name of Employer			Name of Supervisor/Title		
<u>Starting Date</u>	<u>Leaving Date</u>	Salary \$ ____ per ____ (optional)		Reason for Leaving	
Month/Year	Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ____ hrs/wk			
Job Title (Present or Most Recent)			Address		Phone #

Job Duties:

May we contact this employer? ☐ Yes ☐ No

Name of Employer			Name of Supervisor/Title		
<u>Starting Date</u>	<u>Leaving Date</u>	Salary \$ ____ per ____ (optional)		Reason for Leaving	
Month/Year	Month/Year	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time ____ hrs/wk <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern ____ hrs/wk			
Job Title (Present or Most Recent)			Address		Phone #

Job Duties:

May we contact this employer? ☐ Yes ☐ No

LICENSES AND CERTIFICATES

Description	Issued by	ID #	Expiration Date

REFERENCES

List the names of at least three persons other than former employers & relatives having knowledge of your character, experience or ability.

Complete Name of Reference	Years Known	Phone #
Address	City, State, Zip	
Complete Name of Reference	Years Known	Phone #
Address	City, State, Zip	
Complete Name of Reference	Years Known	Phone #
Address	City, State, Zip	

PERTINENT SPECIAL SKILLS

Please list any experience with library procedures, computers, office equipment, languages, or other special skills or hobbies pertinent to the position for which you are applying.

COMPUTER SKILLS

Check ALL the following computer application/programs for which you have a working knowledge

<input type="checkbox"/> Microsoft Office Word Processing <input type="checkbox"/> Microsoft Office Publisher <input type="checkbox"/> Microsoft Office PowerPoint <input type="checkbox"/> Microsoft Office Excel <input type="checkbox"/> Alabama Virtual Library <input type="checkbox"/> Library Automation Software; Name _____	<input type="checkbox"/> Other & list _____ _____ _____ _____
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I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Enterprise and the *Enterprise Public Library* (EPL) to continue to employ me for any period of time in the future. I understand that no representative from the *Enterprise Public Library* has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc. either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby acknowledge that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the *Enterprise Public Library*, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the *Enterprise Public Library*, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

I have read and understand all of the provisions of this acknowledgement. By signing this application, I hold the *Enterprise Public Library* harmless for any result of the Director and the EPL Board of Trustees questioning the references provided in this application. I hereby authorize and release from liability all former employers, landlords, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, which may be in their possession to the *Enterprise Public Library*, the Director, and the EPL Board of Trustees. I understand that I will not receive and am not entitled to know the contents of confidential reports received, and I further understand that these reports may be privileged. An offer of employment is conditional upon a background investigation and drug screen test (safety sensitive positions).

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for additional job openings, I will submit a new application.

Applicant's Signature: _____ Date Signed: _____

EQUAL EMPLOYMENT OPPORTUNITY: We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, or mental and/or physical disability.

APPLICATION PROCESS: Submit a completed *Enterprise Public Library* Application to Attn: Director, *Enterprise Public Library*, 101 E. Grubbs St., Enterprise, AL 36330, along with a resume and cover letter.

BACKGROUND/DRUG SCREENING: Finalists for management positions must successfully pass a background investigation and a pre-employment drug-screening test also as a final condition of the job offer.

PROBATIONARY PERIOD: New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

IMMIGRATION LAW: In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility.