



Henderson County
Public Library

Henderson County Public Library District

Application for Employment

Equal access to programs, services, and employment is available to all services. Applicants requiring reasonable accommodation to the application and / or interview process should notify the Library Director.

Social Security Number:		Position Applied For:		Date of Application:	
Last Name:		First Name:	Middle Name:	E-Mail Address:	
Address:		City:	State:	Zip Code:	
How long at present address?	Home Phone:		Cell Phone:	Other Phone:	
If under 18 years, list your age: _____	If you are under 18, do you have an age / birth certificate?			Yes	No
Have you ever applied for a position with the Henderson County Public Library District before?				Yes	No
If "Yes" what position(s) and when?	_____ Positions		_____ Date(s) Previously Applied		
Have you been employed with us before? If "Yes" list position(s) / dates.	Yes	No	_____ Position(s)	_____ Date(s) Previously Employed	
Are you legally eligible for employment in the United States?			(Proof of citizenship or legal ability to work will be required upon employment.)		
When are you available for work? _____ Provide date.			What is your desired wage? _____ Per Hour _____ Annually		
What type of work are you seeking?	Full Time	Part Time	Temp	Seasonal	Other _____
If "Part Time" what days and hours are you available to work?					
When are you willing to work? Check all that apply.	Days?	Regularly	Sometimes	Never	
	Evenings?	Regularly	Sometimes	Never	
	Saturdays?	Regularly	Sometimes	Never	
	Sundays?	Regularly	Sometimes	Never	
Do you have any responsibilities that might interfere with employment at the Library?	Yes	No	If "Yes" Explain: _____		
Do you have computer skills?	Yes	No	What is your data entry rate?	_____ Characters Per Minute (CPM)	
Are you currently enrolled in school?	Yes	No	If "Yes" where do you attend?	_____ Name of School	
Have you pled guilty, no contest, or been convicted of a felony?	Yes	No	If "Yes" provide date(s) and details: _____		

Employment History

Please complete in detail. Begin with your current or most recent employer and list all previous employers, assignments, or volunteer activities. Provide reason for any lapse of time between employers. You may attach additional pages if needed. All items must be completed. Attaching a resume without completing the items is insufficient and will result in your application being rejected.

From:	To:	Employer:		Telephone:	
Beginning Job Title:	Ending Job Title:	Address:			
Immediate Supervisor:	Job Title:	Summarize the nature of work performed and job responsibilities:			
May we contact for reference?					
Reason for leaving:	Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____				
From:	To:	Employer:		Telephone:	
Beginning Job Title:	Ending Job Title:	Address:			
Immediate Supervisor:	Job Title:	Summarize the nature of work performed and job responsibilities:			
May we contact for reference?					
Reason for leaving:	Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____				

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May we contact for reference? Yes No Later			
Reason for leaving:		Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____	
From:	To:	Employer:	Telephone:
Beginning Job Title:	Ending Job Title:	Address:	
Immediate Supervisor:	Job Title:	Summarize the nature of work performed and job responsibilities:	
May we contact for reference? Yes No Later			
Reason for leaving:		Hourly Rate / Salary: Start \$: _____ per _____ End \$: _____ per _____	

Skills and Qualifications

Summarize any training, skills, licenses, and / or certificates that may qualify you to perform job-related functions in the position for which you are applying. List any volunteer library experience, or other related experience, activities, interests, or talents. Attach additional sheets as necessary.

Educational Background

	Name of School:	Address:	Course of Study:	Years Completed:	Diploma / Degree:
High School:					
Undergraduate School					
Graduate School					
Other (Specify)					

References (You must provide at least three.)

Name:	Address	Occupation:	Telephone:	Years Known:

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the Henderson County Public Library District (HCPLD) is true, complete, and accurate.

I understand that any information that I have provided that is false, incomplete, or misrepresented in any respect, will be provide sufficient cause to (1) cancel further consideration of this application, or (2) provide sufficient grounds for termination of my employment, whenever it is discovered.

I expressly authorize, without reservation, HCPLD, its representatives, employees, or agents to contact and obtain information (personal and professional), from employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding HCPLD, its Trustees, representatives, employees, or agents, for seeking, gathering, and using such information in the employment process, and all other persons, corporations, agencies, or organizations for furnishing such information about me.

I understand that HCPLD does not unlawfully discriminate in employment and no question on this application shall be used for the purpose of limiting or excluding any applicant from consideration for employment based upon race, creed, color, gender, religion, national origin, non-disqualifying mental or physical disability, age, disabled veteran status, Vietnam-Era veteran status, or upon the basis of genetic information. It is the policy of HCPLD to hire based upon the qualifications of the individual.

I affirm that I have a genuine intent of employment and no other purpose in applying for a job with HCPLD. This application for employment shall be considered active for a period of time not to exceed six (6) months. If I am still interested in employment, I must re-apply.

If I am hired, I understand that I must successfully complete a six-month training period. I understand that my employment is at-will and that I am free to resign at any time, with or without cause or prior notice, and that HCPLD reserves the same right to terminate my employment at any time, with or without cause or prior notice, except as may be required by law. I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of HCPLD is authorized to make any assurances to the contrary and that no implied, oral, or written agreements to the foregoing express language are valid unless they are in writing and signed by the President of the Henderson County Public Library District Board of Trustees.

I also understand that if I am hired, I will be required to provide proof of my identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 certification form in this regard. I understand that dependability and diligent attendance are essential functions of all HCPLD positions.

I certify that I have read, fully understand, and accept all terms of the Applicant Statement above.

Signature of Applicant: _____ Date: _____