



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

111 North Harvin St. | Sumter, SC 29150

803-773-7273 | Fax 803-773-4875

www.sumtercountylibrary.org

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Position Applying For: _____ Date: _____

Name _____

Address _____ City, State, Zip _____

Home Telephone _____ Business Telephone _____

Driver's License # and State _____

CDL# and Class _____

Emergency Contact _____ Relationship _____

Address _____ Telephone _____

EDUCATIONAL DATA

SCHOOL	NAME OF SCHOOL - CITY/STATE	MAJOR STUDIES	TYPE OF DEGREE	GRADUATED
High School				<input type="checkbox"/> Yes
				<input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes
				<input type="checkbox"/> No
Graduate/Professional				<input type="checkbox"/> Yes
				<input type="checkbox"/> No
Vocational, Business, Other				<input type="checkbox"/> Yes
				<input type="checkbox"/> No

List any Job-Related or Professional Certifications, Licenses, or other special knowledge, skills, or qualifications.

COMPUTER EXPERIENCE

PC Mac Email Word Excel Access Adobe Suites Internet level: Beginner Intermediate Advanced

Describe in detail any other computer skills you have:

Have you ever been convicted of a crime other than a minor traffic violation? Yes No If yes, list date _____

Where convicted _____ Nature of charge _____ Status _____

Proof of U. S. citizenship or immigration status will be required upon employment.

Are you legally eligible for employment in the U.S.? Yes No Comments _____

List three references who are not relatives that you have known at least two years. Complete mailing addresses required.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

NOTE: (1) Resumes are accepted, but the application must be completed in its entirety; (2) Incomplete applications will not be processed; (3) Begin with your most recent position; and, (4) List all positions held. Include all military service, if any. Attach additional pages if necessary.

Employed: Part Time Full Time From: _____ To: _____ Salary: Starting \$ _____ Ending: \$ _____
Employer Name: _____ May we contact? Yes No
Employer Address: _____ City/State/Zip: _____
Supervisor Name: _____ Phone #: _____
Job Title: _____ How many people did you supervise? _____
Duties and Responsibilities: _____ Reason for Leaving _____

Employed: Part Time Full Time From: _____ To: _____ Salary: Starting \$ _____ Ending: \$ _____
Employer Name: _____ May we contact? Yes No
Employer Address: _____ City/State/Zip: _____
Supervisor Name: _____ Phone #: _____
Job Title: _____ How many people did you supervise? _____
Duties and Responsibilities: _____ Reason for Leaving _____

Employed: Part Time Full Time From: _____ To: _____ Salary: Starting \$ _____ Ending: \$ _____
Employer Name: _____ May we contact? Yes No
Employer Address: _____ City/State/Zip: _____
Supervisor Name: _____ Phone #: _____
Job Title: _____ How many people did you supervise? _____
Duties and Responsibilities: _____ Reason for Leaving _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND SIGN

I do hereby affirm that all information provided by me in this application is true and correct. I understand that, if hired by the Library, I shall be subject to dismissal if any information that I have given in this application is false or misleading or I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I hereby authorize Sumter County Library to conduct whatever investigation it deems necessary to confirm statements submitted on this application. If the investigation determines any untrue statements or answers, I accept this as sufficient reason for refusal to hire.

I authorize and request each person, former employer, firm, or corporation, given as reference to answer any and all questions related to my current and past work performance, character or skills. I hereby release from liability, the employer and its representatives for seeking such information and all persons, corporations or organizations for furnishing such information.

In the event of employment, I understand that false or misleading information given on my application or during my interview(s), may result in dismissal. I also understand that I am required to abide by all rules and regulations of my employer.

As prerequisite to my employment, I agree that I will consent to and undergo testing to detect the presence of drugs and/or alcohol. If employed by the Sumter County Library, I further agree, as a condition of my employment, that at such time or times during my employment as the Sumter County Library shall require, I will consent to and undergo testing for the presence of drugs and/or alcohol. I also agree that at the time of any such examinations, I will execute all forms of consent and release of liability as are usually and reasonable attendant to such examination. Finally, I agree that the results of any such examination shall be made available to Sumter County Library or its agents.

I agree to submit to myself, upon request, for a physical examination by a physician selected by the County and understand that failure to meet the physical requirements may disqualify me for employment. In the event of my employment, I understand that I have the right to quit or leave my employment with proper notification and I further understand, my employer has the right to terminate my employment at any time for any reason in accordance with my employer's Personnel Policies.

Applicant's Signature _____ Date _____