

Emmet O'Neal Library
50 Oak Street
Mountain Brook, AL 35213

Phone: 205-445-1101
FAX: 205-879-5388
Web Address: www.eolib.org

EMMET O'NEAL LIBRARY
Application for Employment

The Emmet O'Neal Library is an Equal Opportunity Employer. As an Equal Opportunity Employer, decisions to hire and promote are made to qualified persons without regard to race, religion, age, sex, national origin, disability, or any other classification as prescribed by federal, state or local law. All statements made by applicants for employment will be carefully checked for accuracy. The use of this form does not in any way indicate that there are positions open and does not obligate the Library in any way. Please answer all questions.

PLEASE PRINT

Position Applied for _____ Date _____

Last Name	First	Middle
Social Security Number		
Address		
City, State, Zip		
Telephone Number(s) Home:	Cell:	Work:

PRELIMINARY INFORMATION

Have you ever filed an application for employment with us before? _____ Yes _____ No

If yes: Month and Year: _____

Have you ever been employed with us before? _____ Yes _____ No

If yes: Month and Year: _____

Are you currently employed? _____ Yes _____ No

On what date would you be available to work? _____

Are you available to work: _____ full-time _____ part-time _____ temporary

Are you legally eligible for employment in the United States? _____ Yes _____ No

Have you been convicted of a felony within the last five years? _____ Yes _____ No

If yes, please explain. _____

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Do you have any physical limitations or medical conditions that would prevent you from performing the routine essential functions of the job you are applying for? _____ Yes _____ No

If yes, please explain. _____

EDUCATION

	Name and Location of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate/ College				
Graduate/ Professional				
Other (Specify)				

SPECIAL SKILLS

Knowledge of software applications _____ Word _____ Excel _____ Publisher
 _____ Power Point _____ Other (Please specify) _____
 Keyboarding skills _____ Yes _____ No
 Other special skills or computer expertise (include Internet/Web). _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities. _____

Summarize special job-related skills and qualifications acquired from employment and other experience. _____

List any professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, ancestry, disability or other protected status.

EMPLOYMENT EXPERIENCE

Please give accurate, complete full-time and part-time employment record, beginning with your present or last job. Include any job-related military service assignments.

Company Name	
Address	
Telephone	Employment Dates
Position Title	Name of Supervisor
Salary or hourly rate when you started	When you left
Reason for leaving	
Major responsibilities or job functions	

Company Name	
Address	
Telephone	Employment Dates
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Company Name	
Address	
Telephone	Employment Dates
Position Title	Name of Supervisor
Salary or hourly rate when you started	When you left
Reason for leaving	
Major responsibilities or job functions	

ADDITIONAL REFERENCES

Please list any references you feel would be able to give information pertinent to this position. Please do not list former employers or relatives.

Name _____ Relationship _____
Address _____
Telephone _____ Years Known _____
Name _____ Relationship _____
Address _____
Telephone _____ Years Known _____
Name _____ Relationship _____
Address _____
Telephone _____ Years Known _____

APPLICANT’S VERIFICATION, AUTHORIZATION, AND AGREEMENT

Please read and understand this statement before signing your application:

The information I have provided in this application for employment to the Emmet O’Neal Library (employer) is true, correct and complete. I understand that false, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected, or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer (or its agent) to contact and obtain information about me from previous employers, educational institutions and references I have provided, and any other party necessary to verify the accuracy of information I have provided in this application, a related employment resume or a personal interview. I further authorize the employer to request a consumer report concerning my background, references, character, past employment, education, motor vehicle records, and criminal or police records, including those made by both public and private organizations. I waive, release, and discharge any claims or actions that I may otherwise have against the employer or any person, firm, or corporation that solicits, provides, or evaluates information in connection with my employment application.

I agree to participate in a drug screening test (at the employer’s expense) as a condition to my application for employment being considered and, if hired, to participate in random drug testing as may be requested or required by the employer during the course of my employment. I understand that a positive test result may adversely affect my eligibility for employment or continued employment.

If hired, I agree to abide by the policies, rules, and regulations of the library. I also understand that, if hired, any employment is subject to modification or termination at any time in the sole discretion of the employer.

Applicant’s Signature _____ Date _____