



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position Applied for	Date of Application
How Did You Find out About This Opening?	

Last Name	First Name	Middle Name
Address	City	State Zip Code
Telephone Number(s)		
E-Mail Address(s)		

Best time to contact you is: AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with the Jackson Hinds Library System before? Yes No
If yes, give date _____

Have you ever been employed with the Jackson Hinds Library System before? Yes No
If yes, give date _____

Do any of your friends or relatives work with the Jackson Hinds Library System? Yes No
If yes, state name, relationship and location: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.* Yes No

Date available for work: _____ What is your desired salary range? _____

Are you available to work: Full Time
Part Time (Please indicate Mornings Afternoons Evenings)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires it? Yes No

EDUCATION

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate / Professional				
Other				

WORK EXPERIENCE

Beginning with your present or last job, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate / Salary		
Starting/Present Job Title	Starting	Ending	
Supervisor			
Reason for Leaving		May we contact? Yes No	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate / Salary		
Starting/Present Job Title	Starting	Ending	
Supervisor			
Reason for Leaving		May we contact? ☐ Yes ☐ No	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate / Salary		
Starting/Present Job Title	Starting	Ending	
Supervisor			
Reason for Leaving		May we contact? ☐ Yes ☐ No	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate / Salary		
Starting/Present Job Title	Starting	Ending	
Supervisor			
Reason for Leaving		May we contact? ☐ Yes ☐ No	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rate / Salary		
Starting/Present Job Title	Starting	Ending	
Supervisor			
Reason for Leaving		May we contact? Yes No	

Comments: Include explanation of any gaps in employment.

Describe any additional education, skills, and job-related training.

PERSONAL/PROFESSIONAL REFERENCES

(Do not include family members or past supervisors.)

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Signature

FOR JACKSON HINDS LIBRARY SYSTEM USE ONLY

Interviewed by: _____ Date: _____

Starting Date: _____ Rate of Pay: _____

Job Title: _____ Department/Branch Location: _____