

Stokes Brown Public Library  
405 White Street  
Springfield, TN 37172  
(615) 384-5123  
Fax: (615) 384-0106

## Employment Application

For Office use only:

Date of Application\*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*Applications will remain on file for six (6) months.

**Please PRINT all responses. Incomplete applications will not be considered.**

### SECTION 1: EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual preference, political belief, or disability that does not prohibit performance of essential job functions.**

### SECTION 2: APPLICANT'S PERSONAL INFORMATION

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First Name:

Middle:

Last Name:

Street Address:

City, State, Zip:

Primary Phone:

( )

Alternative Phone:

( )

Email Address:

Social Security Number (LAST FOUR DIGITS ONLY):

XXX-XX-

Do you have relative(s) working for the Library?  Yes  No

If yes, list name and relationship: \_\_\_\_\_

Have you been convicted of, pleaded guilty to, or pleaded no contest to a felony within the past 5 years?  Yes  No If Yes, please explain:

***\*Federal law prohibits the employment of unauthorized aliens, and therefore, all persons must submit proof of identity such as a valid driver's license, birth certificate, green card, etc. with this application. A copy of such identity must be attached to this application. Failure to submit such proof will result in non-consideration of this application.***

SECTION 2: APPLICANT'S PERSONAL INFORMATION (CONT.)

EDUCATION

School	Name and Location of School	Course of Study	Number of years completed	Did you graduate?	Degree or diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/ Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Level				<input type="checkbox"/> Yes <input type="checkbox"/> No	

AVAILABILITY

Do you prefer parttime or fulltime work?  Parttime  Fulltime

Number of hours desired per week \_\_\_\_\_

Do you have any objection to working overtime?  Yes  No

Can you work overtime without prior notice?  Yes  No

When will you be available to begin work? \_\_\_\_\_

Hours available each day:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
From							
To							


### SECTION 3: EMPLOYMENT RECORD

Please give accurate, complete fulltime and parttime employment record. Start with your present and most recent employer. NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical. Ask for a phone book or call information if necessary.

1	Company name	Telephone (    )	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	Employed (Month and Year) From                      To	
	Name and title of supervisor	Hourly Pay or Salary	
	State your job title	How many hours per week?	
	Describe your work	Reason for leaving	
2	Company name	Telephone (    )	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	Employed (Month and Year) From                      To	
	Name and title of supervisor	Hourly Pay or Salary?	
	State your job title	How many hours per week?	
	Describe your work	Reason for leaving	
3	Company name	Telephone (    )	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	Employed (Month and Year) From                      To	
	Name and title of supervisor	Hourly Pay or Salary	
	State your job title	How many hours per week?	
	Describe your work	Reason for leaving	

## SECTION 4: REFERENCES

Please do not include relatives or personal friends if possible. List only references who have knowledge of your work habits and skills.



Name: _____	Phone: _____
Relationship: _____	Title: _____
Name: _____	Phone: _____
Relationship: _____	Title: _____
Name: _____	Phone: _____
Relationship: _____	Title: _____

## SECTION 5: APPLICANT ACKNOWLEDGEMENT

### READ CAREFULLY BEFORE SIGNING.

I certify that the information contained in this application is true and complete to the best of my knowledge. I acknowledge and agree that any false statement, misleading answer, omission, concealment, unrequested information, or failure to answer any question fully, completely, and accurately will be grounds for not hiring me or terminating my employment irrespective of when the information is discovered.

I authorize investigation and verification of all statements contained herein. I authorize the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise.

I acknowledge that if I become employed at the Stokes Brown Public Library my employment is for no definite period, and I will be employed *at will*, which means that I will be free to terminate my employment at any time for any reason. Likewise, the Stokes Brown Public Library is free to terminate my employment at any time for any reason except as prohibited by law.

I understand the following is necessary in order to successfully perform the essentials of this job:

- Work schedules may be non-standard and include evenings and weekends.
- Primary functions require sufficient physical ability such as frequent standing, walking, bending, and reaching, lifting objects that weigh up to 15 lbs. or carrying/pushing objects that weigh more than 15 lbs., vision within normal vision range with or without correction sufficient to read computer screens and printed documents, and hear in the normal audio range with or without correction. I must notify my employer if reasonable accommodations must be made.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_