



Jasper County Public Library
Inform, Enrich, Empower
Rensselaer, DeMotte, Wheatfield
www.myjcpl.org

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and consider applicants without regard to race, color, religion, sex, age, disability, national origin, or any other legally protected status, unless such status constitutes a *bona fide* occupational qualification. We will provide reasonable accommodation for qualified individuals with disabilities and for religious beliefs as required by law.

(PLEASE PRINT OR TYPE IN BLUE OR BLACK INK)

Date of Application _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Telephone _____ Email _____

If you have resided at your present address fewer than three years, list your prior address:

Address _____
STREET CITY STATE ZIP

Position(s) Desired _____ Desired Compensation _____

Check all that you are available to work: ☐ Full Time ☐ Part-Time ☐ Temporary ☐ Weekends
☐ On-Call ☐ Overtime ☐ Any Shift

What date will you be available to start work? _____

Are you on a layoff and subject to recall at another employer? ☐ Yes ☐ No

Have you submitted an application here before? ☐ Yes ☐ No If yes, give dates _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give dates _____

Do you have any relatives or friends employed here? ☐ Yes ☐ No If yes, list name and relationship.

Why did you apply for a position with us? _____

What is the main reason you would be a valuable employee? _____

Are you 16 years or older? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? ☐ Yes ☐ No

EMPLOYMENT RECORD

Starting with your present or most recent job, list all employment experience, including part-time or temporary employment. Do not omit any experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. **RESUMES MAY BE SUBMITTED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.**

Employer	Employment Dates	Kind of Work Performed
Complete Address	From	
City/State/Zip	To	
Telephone	Salary / Hourly Rate	Reason for Leaving: <input type="checkbox"/> Discharge <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Job Title	Starting	
Immediate Supervisor	Final	

Employer	Employment Dates	Kind of Work Performed
Complete Address	From	
City/State/Zip	To	
Telephone	Salary / Hourly Rate	Reason for Leaving: <input type="checkbox"/> Discharge <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Job Title	Starting	
Immediate Supervisor	Final	

Employer	Employment Dates	Kind of Work Performed
Complete Address	From	
City/State/Zip	To	
Telephone	Salary / Hourly Rate	Reason for Leaving: <input type="checkbox"/> Discharge <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Job Title	Starting	
Immediate Supervisor	Final	

(If you need additional space, please continue on a separate sheet of paper)

Have you ever been permitted to resign rather than be discharged or asked to resign from any position? ☐ Yes ☐ No

If yes, please state the employer, and the reason for the discharge or resignation. _____

May we contact the employers listed above? ☐ Yes ☐ No If no, indicate which one(s) you do NOT wish us to contact and provide the reason why you prefer that we do not contact the employer(s). _____

Identify any special job-related skills and qualifications acquired from education, employment, volunteer work or military service. _____

Identify specific skills related to technology, communications, customer service, or equipment that will be helpful in performing responsibilities of the position(s) for which you are applying _____

EDUCATION

Type of School	Name of School	City and State	Number of Years Completed	Graduate?		Course Pursued / Degrees Granted
				Yes	No	
High School						
College or University						
Business, Trade, Technical, or Correspondence School or College						

PERSONAL REFERENCES

List 2 professional references who can speak to your skills and abilities demonstrated through your prior employment, volunteer, schoolwork, or extracurricular experiences. Please do not list references who are only social acquaintances or friends.

1. _____

Name	Telephone No.	Relation
------	---------------	----------

2. _____

Name	Telephone No.	Relation
------	---------------	----------

CRIMINAL HISTORY

A conviction, plea, or pending charges will not necessarily disqualify you from consideration for employment. The effect of a conviction, plea, or pending charges will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to disclose a conviction, plea, or pending charge (except convictions, pleas, or pending charges protected from disclosure by state or local law) will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered.

Do you have any pending charges for a felony or misdemeanor? ☐ Yes ☐ No

If yes, state the nature and date of the pending charges, the court and jurisdiction where they are pending, and the case or cause number, and fully explain:

Have you been convicted of or pled guilty or no contest to a felony or misdemeanor other than a minor traffic-related infraction? **Do not answer "yes" if your conviction record has been annulled, expunged, sealed, pardoned, erased, restricted, eradicated, or impounded or is otherwise protected from disclosure by law.** ☐ Yes ☐ No

If yes, state the nature of the conviction or plea, the date, the court and the jurisdiction, the cause (or other identifying) number, and fully explain:

**Applications will not be considered without a completed copy of the following Statement/Signature Page
THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER 60 DAYS**

APPLICANT'S STATEMENT

Please confirm that you have read and understand each paragraph of the below
Applicant's Statement by placing your initials beside each paragraph.

Initials

- _____ I completed this application and all information in it is TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information (except omitted criminal history information that is protected from disclosure by state or local law) may result in the rejection of my application, the revocation of an offer of employment, or discharge.
- _____ I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal check and/or driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statement of references, former employers or others that are given in response to the inquiry. If the Jasper County Public Library decides to obtain a consumer credit report, I understand that the Jasper County Public Library will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.
- _____ I hereby release all persons and entities, including but not limited to the Jasper County Public Library, personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me to the Jasper County Public Library or from any action the Jasper County Public Library takes on the basis of such information.
- _____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and will be required to undergo a drug screen. I hereby authorize a doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.
- _____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that any offer of employment is contingent upon my ability to produce the required documentation within the time period required by law.
- _____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by the Jasper County Public Library. I further understand that statements in policies, practices, handbooks or any other material do not create any guarantee of employment and that the Jasper County Public Library has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of the Jasper County Public Library, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.
- _____ I understand that, upon employment, I will sign an agreement relating to confidential information, if required.
- _____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the Jasper County Public Library, nor am I in possession of nor will I at any time reveal to the Jasper County Public Library, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

Applicant Signature

Date