Houston County Public Library System

Administrative Offices

1201 Washington Street Perry, GA 31069 478-987-3050

Application for Employment

Houston County Public Library System is an Equal Opportunity Educational Institution committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. Information provided on this application is subject to the Georgia Open Records Act (O.C.G.A. §50-18-70).

<u>PLEASE TYPE OR PRINT</u>. Complete both sides of the application. You may attach a resume, but you must still complete all questions – do not indicate "See Resume"; or your application will be deemed incomplete and may not be considered. Applications with missing or invalid job numbers will not be considered for any position.

	Nome (Leet Eiret	+ Middle)				Other no	mes under which you
Job Title:	Name (Last, First	i, ivildale)					nded school or been
						employed	l:
Mailing Address			City, State	& Zip			
Email Address	Home	e Phone		Mobile Ph	one	Home Ph	ione
Physical Address		City, State					
Email Address		Cell Phon	Δ				
Email Address			OCII I IIOI	•			
		ı					
Are you eligible to work in the l	United States?	Y/N					
Are you 18 years of age or old		Y/N					
During the past 7 years, have y	you ever been			If YES, pleas	se provide moi	re information	
convicted of a crime, excluding	a traffic violation?	Y/N					
Have you ever been employed	by Houston			If YES, dates of employment & reason for leaving:			or leaving:
County Public Library System?		Y/N					•
				If VES their	nama & thair i	ralationshin to	
Are you related to any current		Y/N		If YES, their name & their relationship to you?			
Public Library System employe	ee?			If VES State	of iccuance	licanca # and	ovniration
If required for position, do you	have a valid	Y/N		If YES, State of issuance, license #, and expiration date:			
driver's license?							
				1			
						· ·	
EDUCATION							
		Situ (Otata	Date of	Degree	Maian		
Name of School	C	City/State	Date of Graduation	Degree received	Major		
Name of School	(City/State			Major		
Name of School High School or GED	C	City/State			Major		
Name of School High School or GED Other School	C	City/State			Major		
Name of School High School or GED Other School e.g.,Vocational	C	City/State			Major		
Name of School High School or GED Other School e.g.,Vocational		City/State			Major		
Name of School High School or GED Other School e.g.,Vocational		City/State			Major		
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Name of School High School or GED Other School e.g., Vocational College Other credentials/ licenses/ pro		, etc., which	Graduation are relevant to the	e job(s) for wh	ich you are ap		systems and
Name of School High School or GED Other School e.g., Vocational College Other credentials/ licenses/ pro	ofessional affiliations	, etc., which	Graduation are relevant to the state of the	e job(s) for who	ich you are ap	ant computer s	
Name of School High School or GED Other School e.g., Vocational College Other credentials/ licenses/ pro	ofessional affiliations	, etc., which	Graduation are relevant to the state of the	e job(s) for who	ich you are ap	ant computer s	
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WORK EXPERIENCE- Please detail relevant work history, beginning with your current or most recent employer and include military or volunteer commitments. PLEASE NOTE: Houston County Public Library System reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position)		Title:
From:/ to/	Full time Part-time	
mo yr mo yr	If part-time, # hrs./wk:	
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Ok to contact my current employer?
Primary duties:		Reason for Leaving
Dates Sundayed	Tene pro	I Trans
Dates Employed From:	Full time Part-time	Title:
mo yr to/_ mo yr mo yr	If part-time, # hrs./wk:	
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #	
Primary duties:		Reason for Leaving:
Dates Employed From:	Full time Part-time	Title:
/ to/	If part-time, # hrs./wk:	
mo yr mo yr Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone Number:	Other Reference Name, Title and Phone Number:	
Turinot.	Trained.	
Primary duties:		Reason for Leaving
PLEASE REAL	CAREFULLY AND SIGN THAT YOU UNDERST	AND AND ACCEPT THIS INFORMATION.
certify that the information on this application	n and the supporting documents is accurate and co	omplete. I understand and agree that failure to fully
complete the form, or misrepresentation or or employment if discovered at a later date. I au	nission of facts, represents grounds for elimination thorize Houston County Public Library System to ir	from consideration for employment, or termination after envestigate, without liability, all statements contained in t

his application and supporting documents

I agree to submit to a criminal background investigation.

I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of HCPLS serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States.

I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or

promotion and during which I may be terminated without right of appeal.	normal portion, during miles in model not be engine to apply for than	5101 0
APPLICANT SIGNATURE	DATE	
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