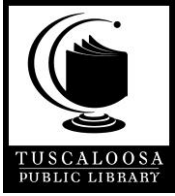


# Tuscaloosa Public Library



1801 Jack Warner Parkway  
Tuscaloosa, Alabama 35401-1099  
(205) 345-5820

## APPLICATION FOR EMPLOYMENT

Date \_\_\_\_\_ Position Applying for \_\_\_\_\_  
 Mr.  Mrs.  Ms.  Dr. Willing to work at  Main  Weaver/Bolden  Brown

Name \_\_\_\_\_  
Last First MI Nickname

Address \_\_\_\_\_  
Street Apt City State Zip

Primary Phone: \_\_\_\_\_  home  cell  
Other phone: \_\_\_\_\_ May we leave a message?  yes  no  
Other phone: \_\_\_\_\_ May we leave a message?  yes  no  
E-mail: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

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

Work hours expected \_\_\_\_\_ Wage expected \_\_\_\_\_ per \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

If the job you are applying for requires a valid driver's license, list issuing authority and number:  
\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, please explain (a conviction is not an automatic bar to employment):

Do you have any friends or relatives employed by Tuscaloosa Public Library?  Yes  No

If yes, please list below:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Education: List highest level completed for each

	Name & Location	Course/Major	Graduate	Diploma
High School				
College				
Trade				
Other				

Describe your knowledge of computers and software. Include any certifications you hold.

Describe any training provided by previous employers that is pertinent to the position for which you are applying:

List any special training or certifications received during your service that is pertinent to the position for which you are applying:

**Employment History:** Applicant must account for all time for past 7 years. Begin with the present and work backwards. If unemployed, in school, or in another situation for a period, please state. **“See Resume” is NOT acceptable.**

From Month/Year to Month/Year	Reason for leaving:
Employer Name	
Address (Street, City, State, Zip)	
Type of Employment (check all that apply) <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Other	
Your position:	
Brief Description of Job Duties:	
Supervisor's Name:	Supervisor's Phone:
Last Salary: \$ _____ per	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

From Month/Year to Month/Year	Reason for leaving:
Employer Name	
Address (Street, City, State, Zip)	
Type of Employment (check all that apply) <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Other	
Your position:	
Brief Description of Job Duties:	
Supervisor's Name:	Supervisor's Phone:
Last Salary: \$ _____ per	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

From Month/Year to Month/Year	Reason for leaving:
Employer Name	
Address (Street, City, State, Zip)	
Type of Employment (check all that apply) <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Other	
Your position:	
Brief Description of Job Duties:	
Supervisor's Name:	Supervisor's Phone:
Last Salary: \$ _____ per	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Notice to Applicant**

Tuscaloosa Public Library is committed to a policy of equal employment opportunities for all persons regardless of race, sex, color, religion; national origin, ancestry, citizenship or lawful alien status; age; disability; marital status; family care leave status; veteran status or U.S. Armed Forces Service. All applicants are considered on this basis.

**Other Information**

I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between Tuscaloosa Public Library and myself for either employment or for the providing of any benefit. No promises regarding employment or conditions of employment have been made to me. If an employment relationship is established, I understand that I have the right to terminate my employment at any time for any reason or for no reason, and that Tuscaloosa Public Library retains the right to terminate my employment at any time, with or without cause.

I understand that, if employed, policies and rules which are issued are not conditions of employment and that Tuscaloosa Public Library may revise policies or procedures, in whole or in part, at any time.

I understand that this application will be kept on active file for 90 days from the date completed, after which time I would need to reapply in order to be considered for employment.

**Certifications**

By my signature below, I acknowledge that I have read and understand the information above. I also certify that information given by me in this application is true and correct in all respects and I agree that if the information given is found to be false or misleading in any way, it shall be considered sufficient cause for denial of employment or discharge from employment.

I also understand that all offers of employment are conditioned on the provision of satisfactory proof of my identity and legal authority to work in the United States.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Date Application Received: \_\_\_\_\_

By: \_\_\_\_\_