

**APPLICATION FOR EMPLOYMENT**  
**Pittsylvania County Public Library**

**Pittsylvania County does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or provision of services**

**Name [full legal]** \_\_\_\_\_ **Date** \_\_\_\_\_

**Street** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home phone** \_\_\_\_\_ **email** \_\_\_\_\_

Have you applied for employment with the library before? \_\_\_yes \_\_\_no If yes, month and year \_\_\_\_\_

Position you are applying for: \_\_\_\_\_

If you are hired, when can you start work? \_\_\_\_\_

**Education:**

**High School name and location:** \_\_\_\_\_

**Diploma?** \_\_\_yes \_\_\_no

<b>Colleges attended:</b>	_____	<b>Degree?</b>	_____
	_____	<b>Degree?</b>	_____
	_____	<b>Degree?</b>	_____

Describe any specialized training, skills, internships: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History:**

Start with your present or most recent employer, and please give accurate, complete full-time and part-time employment record. You may attach another sheet.

**Employer's name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name of immediate supervisor** \_\_\_\_\_

**Job title** \_\_\_\_\_

**Employed from** \_\_\_\_\_ **to** \_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**Employer's name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Name of immediate supervisor** \_\_\_\_\_  
**Job title** \_\_\_\_\_  
**Employed from** \_\_\_\_\_ **to** \_\_\_\_\_  
**Reason for leaving** \_\_\_\_\_

**Employer's name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Name of immediate supervisor** \_\_\_\_\_  
**Job title** \_\_\_\_\_  
**Employed from** \_\_\_\_\_ **to** \_\_\_\_\_  
**Reason for leaving** \_\_\_\_\_

*Special training or achievements (please list in space below)*

---

---

---

---

---

**Computer competencies**

Please check the appropriate space to indicate your level of experience with the following software or applications:

	<i>None</i>	<i>Moderate</i>	<i>High</i>
Windows XP/Vista	_____	_____	_____
Microsoft Word	_____	_____	_____
Microsoft Excel	_____	_____	_____
Internet searching	_____	_____	_____
E-mail	_____	_____	_____

Other computer applications with which you are familiar: \_\_\_\_\_

---

---

References: (can attach another page)

List persons, other than relatives, who know your qualifications and/or your character:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**General information:**

Have you ever worked for Pittsylvania County? yes no If so, when, and in what capacity? \_\_\_\_\_

Can you perform the essential duties of the position without an accommodation? yes no If no, please explain: \_\_\_\_\_

Are you eligible for employment in the US under the Immigration Reform and Control Act? yes no  
If under 18, can you provide required proof of your eligibility to work? yes no

Do you have a valid driver's license? yes no  
Do you have a valid Commercial Driver's License? yes no If so, what state? \_\_\_\_\_

Can you meet the attendance requirement of this job? yes no

Have you ever been convicted of a crime? yes no  
Have you ever been convicted of driving while intoxicated, or driving under the influence? yes no  
A conviction does not automatically mean that you cannot be employed. The nature and date of the offense will be considered. Please supply your social security number, the court, date, offense, and sentence for each conviction: \_\_\_\_\_

**At will employment: I acknowledge that if hired, I will be an at will employee. I will be subject to dismissal or discipline without notice or cause, at the discretion of the employer. \_\_\_\_\_Initials**

**Authorization: I authorize the Director of Pittsylvania County Public Library to obtain information about me from my previous employers and schools and I authorize my previous employers and schools to disclose to the Director of Pittsylvania County Public Library such information about me as the library may request. \_\_\_\_\_Initials**

**Accuracy: I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.**

**Signature** \_\_\_\_\_  
**(Print name here)** \_\_\_\_\_  
**Date** \_\_\_\_\_