

# APPLICATION FOR EMPLOYMENT

Internal Use Only  
Q \_\_\_\_\_ NQ \_\_\_\_\_

**Cherokee Regional Library System**  
305 South Duke Street  
La Fayette, GA 30728  
Telephone (706) 638-8312  
Fax (706) 638-4028



Internet address: [www.chrl.org](http://www.chrl.org)

## POSITION APPLIED FOR:

\_\_\_ Library Assistant \_\_\_ Library Manager  
\_\_\_ Secretary \_\_\_ Business Manager

## LOCATION OF POSITION:

\_\_\_ Chickamauga \_\_\_ La Fayette  
\_\_\_ Trenton \_\_\_ Rossville

All information provided on this application **MUST BE COMPLETE** so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. Cherokee Regional Library System will hire only authorized workers, regardless of national origin. This application must be typed or printed. Please complete one application for each position for which you are applying. **YOU MUST SIGN AND DATE YOUR APPLICATION IN INK. RESUMES ARE NOT ACCEPTED IN LIEU OF A COMPLETED APPLICATION.**

**INCOMPLETE APPLICATIONS MAY BE REJECTED**

## Personal Data

Date of Application: \_\_\_\_\_

\_\_\_\_\_  
Last Name First (given) Middle Other name(s) under which you have been employed

\_\_\_\_\_  
Address: Street Apt # City State Zip Code

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Home Phone # Work Phone # Cell Phone #

How did you hear of this opening? \_\_\_\_\_ Date available to begin: \_\_\_\_\_

WILL YOU ACCEPT: Temporary Work?  Part-Time Work?  Weekends?  (Check all that apply)

PLEASE INDICATE ANY SPECIFIC TIMES WHEN YOU ARE NOT ABLE TO WORK:

\_\_\_\_\_  
Are you over 18 years old? \_\_\_\_\_ Are you eligible to work in the United States either because you are a U. S. citizen or have U. S. government permission to do so?  No  Yes

NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.

## DRIVER'S HISTORY INFORMATION:

Do you have a valid Drivers License?  No  Yes

License # \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_

Have you received any traffic violations in the past 3 years?  No  Yes If yes, list type of offense and dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CRIMINAL HISTORY INFORMATION:**

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a misdemeanor? (for example: DUI, Bad Checks, etc.)  No  Yes (Omit non-moving traffic violations/parking tickets and any offense which was finally adjudicated in a Juvenile Court or under a Youth Offender Law). If yes, describe the circumstances: (Date, Place, Charges, Disposition). Use additional sheets if necessary.

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a felony?  No  Yes If yes, describe the circumstances: (Date, Place, Charges, Disposition). Use additional sheets if necessary.

**NOTE:** An applicant convicted of a criminal offense involving the manufacture, distribution, trafficking, or sale of a controlled substance, dangerous drugs or marijuana, or convicted of any felony involving a violent crime such as assault with a deadly weapon, aggravated assault or murder are ineligible for employment with the Cherokee Regional Library System. Such applicants shall be automatically rejected. Applicants convicted of any other felony will be considered on a case-by-case basis. An applicant who has been convicted of any felony or misdemeanor and has received a pardon from the appropriate State Pardons Parole Board shall be eligible for employment with the Cherokee Regional Library System. **BEFORE AN APPLICANT CAN BE EMPLOYED BY THE LIBRARY, THEY MUST SUCCESSFULLY PASS A CRIMINAL BACKGROUND CHECK.**

Have you ever been suspended, demoted, dismissed or asked to resign from any job?  No  Yes

If yes, explain in detail: \_\_\_\_\_

**EDUCATION**

**High School**

Name \_\_\_\_\_ Address: \_\_\_\_\_  
( name of the high school or state authority issuing the diploma or certificate)

Circle highest grade completed: 7 8 9 10 11 12 Graduated?  No  Yes

If not a high school graduate, do you have a GED?  No  Yes

**Colleges/Universities**

Please complete the following section for post-secondary education (Technical Schools/Colleges/Universities):

Name of School	City	State	If No Degree, Hours Earned		Major	Type of Degree	Degree Earned yes/no
			Quarter	Semester			

Describe your **COMPUTER SKILLS** and any specialized training, qualifications, apprenticeship, skills, and extra-curricular activities which relate to the job for which you are applying. Include office equipment, foreign language skills, typing skills, and business equipment or machine operating skills which may relate to the position for which you are applying. Use additional sheets if necessary.

**REFERENCES** – Give names, addresses, and telephone numbers of three (3) references that **ARE NOT** related to you and **ARE NOT** previous employers.

1. \_\_\_\_\_  
**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

\_\_\_\_\_ **Address: Street** \_\_\_\_\_ **Apt #** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

2. \_\_\_\_\_  
**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

\_\_\_\_\_ **Address: Street** \_\_\_\_\_ **Apt #** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

3. \_\_\_\_\_  
**Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

\_\_\_\_\_ **Address: Street** \_\_\_\_\_ **Apt #** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

## Work History

Describe your work history **beginning with your current or most recent job**. Include military and volunteer experience and periods of unemployment. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary.

**A resume may be attached only as additional information and will not be accepted in lieu of completing this section.** Use additional sheets if necessary.



Name of Organization or Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Street

Dates Employed:

From Mo/Yr \_\_\_\_\_ To Mo/Yr \_\_\_\_\_

City

State

Zip Code

Total Time Employed: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Pay Start: \_\_\_\_\_ End: \_\_\_\_\_

Your Official Job Title: \_\_\_\_\_

Specific Reason for Leaving: \_\_\_\_\_

Describe Your Specific Job Duties: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_



Name of Organization or Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ Dates Employed: \_\_\_\_\_

From Mo/Yr \_\_\_\_\_ To Mo/Yr \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Total Time Employed: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Pay Start: \_\_\_\_\_ End: \_\_\_\_\_

Your Official Job Title: \_\_\_\_\_

Specific Reason for Leaving: \_\_\_\_\_

Describe Your Specific Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Name of Organization or Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ Dates Employed: \_\_\_\_\_

From Mo/Yr \_\_\_\_\_ To Mo/Yr \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Total Time Employed: \_\_\_\_\_

Name of Your Supervisor: \_\_\_\_\_ Pay Start: \_\_\_\_\_ End: \_\_\_\_\_

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Describe Your Specific Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Name of Organization or Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ Dates Employed: \_\_\_\_\_

From Mo/Yr \_\_\_\_\_ To Mo/Yr \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Total Time Employed: \_\_\_\_\_

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Your Official Job Title: \_\_\_\_\_

Specific Reason for Leaving: \_\_\_\_\_

Describe Your Specific Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please use this space for additional information pertinent to your education, training and experience:

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*"We are an Equal Opportunity Employer"*