



Application for Employment
Pittsylvania County Public Library
System
24 Military Drive
Chatham VA 24431
www.pcplib.org
434-432-3271

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

Full Legal Name _____ **Date** _____

Mailing address _____

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: [please feel free to add additional sheets]

High School name and location: _____

Diploma? ___yes ___no

Colleges attended: _____ **Degree** _____
_____ **Degree** _____
_____ **Degree** _____

Describe any graduate studies, specialized training, internships, or skills you have, particularly those that would be helpful in library work:

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** _____ **Hours per week** _____

Reason for leaving _____

Employer's name _____

Address _____ **Phone** _____

Name of immediate supervisor _____

Job title _____

Employed from _____ **to** _____ **Hours per week** _____

Reason for leaving _____

Employer's name _____

Address _____ **Phone** _____

Name of immediate supervisor _____

Job title _____

Employed from _____ **to** _____ **Hours per week** _____

Reason for leaving _____

Special achievements and recognitions, professional licenses and certificates *(please list in space below):*

Computer competencies

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

| | None | Moderate | High |
|---------------------|------|----------|------|
| Windows 7, 8, or 10 | | | |
| Microsoft Word | | | |
| Microsoft Excel | | | |
| Internet searching | | | |
| E-mail | | | |
| Social networking | | | |

Other computer applications with which you have experience:

References: (can attach another page)

List persons, other than friends and relatives, who know your qualifications, your work record, and/or your character; we are especially interested in those who know your work:

| Name/How do they know you? | Address | Phone |
|----------------------------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| |
|--|
| <p>General information:</p> <p>Have you ever worked for Pittsylvania County? <input type="checkbox"/>yes <input type="checkbox"/>no If so, when, and in what capacity? _____</p> <p>Can you perform the essential duties of the position without an accommodation? <input type="checkbox"/>yes <input type="checkbox"/>no If no, please explain: _____</p> <p>Are you eligible for employment in the US under the Immigration Reform and Control Act? <input type="checkbox"/>yes <input type="checkbox"/>no If under 18, can you provide required proof of your eligibility to work? <input type="checkbox"/>yes <input type="checkbox"/>no Do you have a valid driver's license? <input type="checkbox"/>yes <input type="checkbox"/>no Do you have a valid Commercial Driver's License? <input type="checkbox"/>yes <input type="checkbox"/>no If so, what state? _____ List and attach photocopies of all your certifications required for this position: _____</p> <p>Can you meet the attendance requirement of this job? <input type="checkbox"/>yes <input type="checkbox"/>no Have you ever been convicted of a felony? <input type="checkbox"/>yes <input type="checkbox"/>no You are not required to list criminal and/or traffic convictions while completing the application. However, examination of criminal history is required for certain positions. If you are selected as a finalist, this step becomes necessary. A conviction does not mean that you cannot be employed.</p> <p>_____</p> <p>May we ask your present employer about you? <input type="checkbox"/>yes <input type="checkbox"/>no</p> |
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I hereby certify that every statement I have made on this application is true and complete. I understand that any false information or omission may be grounds for not employing me or for dismissal. I understand that this employment application shall be considered fro this recruitment only. If I wish to be considered for other positions, I shall submit a new application for every position for which I wish to apply. I understand that I may have to produce documentation verifying all information given here. I authorize you to contact my former employers, schools, and references. I release all employers, firms, schools and individuals of any and all liability for release of this information. My signature authorizes drug screening, investigative reports, criminal record checks and post-offer physical examination if required by the position. I understand that this employment application is not an employment contract and, if employed, my employment with the County and the library is "at will" employment and may be terminated at any time and for any or no stated reason.

Signed: _____
Print full name: _____ Date _____