

Macon County Tuskegee Public Library
302 Main Street
Tuskegee, AL 36083
(334) 727-5192

APPLICATION FOR EMPLOYMENT

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

DATE _____

Name _____

Last

First

Middle

Maiden

Present address _____

Number

Street

City

State

Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for _____

Days/hours available to work

No Pref _____ Thur _____

Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

How many hours can you work weekly? _____

Can you work evenings & weekends? ☐ Yes ☐ No

Employment desired ☐ FULL-TIME ONLY
☐ PART-TIME ONLY
☐ FULL- OR PART-TIME

When available for work? _____

Do you smoke? ☐ Yes ☐ No

Are you U. S. Citizen? ☐ Yes ☐ No

Have you preciously applied for employment at the Library? ☐ Yes ☐ No

Have you previously been employed by the Library? ☐ Yes ☐ No

Does the Library employ any of your relatives? ☐ Yes ☐ No

Are you willing to undergo a pre-employment physical exam
and background check? ☐ Yes ☐ No

Do you have any commitments to another employer
Which might affect you employment with the Library ☐ Yes ☐ No

Have you ever been convicted of crime? ☐ Yes ☐ No

If yes, explain on a separate sheet the following information:

The number of conviction(s)

Nature of offense(s) leading to convictions(s)

How recently such offenses was/were committed

Sentence(s) imposed

Types of rehabilitation.

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<i>High School</i>	<i>Location</i>	<i>Graduated?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>College/University</i>	<i>Location</i>	<i>Major & Degree</i>
<i>College/University</i>	<i>Location</i>	<i>Major & Degree</i>
<i>College/University</i>	<i>Location</i>	<i>Major & Degree</i>
<i>College/University</i>	<i>Location</i>	<i>Major & Degree</i>
<i>Other</i>	<i>Location</i>	<i>Major & Degree</i>

<i>Military</i>		
HAVE YOU EVER BEEN IN THE ARMED FORCES? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Specialty _____	Date Entered _____	Discharge Date _____

<i>Do you have a driver's license?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Driver's license number _____	State of issue _____	Expiration date _____
Have you had any accidents during the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many? _____	
Have you had any moving violations during the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many? _____	

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Work Experience Please list your work experience for the **past five years** beginning with your most recent job held.
 If you were self-employed, give firm name. **Attach additional sheets may be included if necessary.**

Employer (Address, City, State, Zip, Phone Number)	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer (Address, City, State, Zip, Phone Number)	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Employer (Address, City, State, Zip, Phone Number)	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by the **Macon County Tuskegee Public Library** (hereinafter called "the Library"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Library practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Library's Director. Both the undersigned and **Macon County Tuskegee Public Library** may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Library may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Library permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Library from any liability as a result of such contract.

I also understand that the Library has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; consent to and compliance with such policy is a condition of my employment; and continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Library may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Library will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Library shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Library is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____