



# Application for Employment Cleveland Bradley County Public Library

Today's Date \_\_\_\_\_ How did you hear about the job? \_\_\_\_\_

### PERSONAL DATA:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### AVAILABILITY:

Type of position desired: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Part or full time? \_\_\_\_\_

Available weekdays? \_\_\_\_\_

Available evenings? \_\_\_\_\_

Available Saturdays? \_\_\_\_\_

Available Sundays? \_\_\_\_\_

### EMPLOYMENT: (List current and previous jobs)

	Place of Work	Type of Work	Dates from-to	Reason for Leaving
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Experience with children? \_\_\_\_\_

### EDUCATION:

Years of schooling completed \_\_\_\_\_ Grade point average \_\_\_\_\_

If currently attending, where \_\_\_\_\_ Current grade level \_\_\_\_\_

If you attend college, describe: \_\_\_\_\_

Computer experience: Microsoft Office? \_\_\_\_\_ Excel? \_\_\_\_\_ Gmail/GoogleDrive? \_\_\_\_\_ Other? \_\_\_\_\_

### REFERENCES:

Provide names and telephone numbers for two persons for whom you have worked. If you have never been employed, provide two personal references (such as teachers) and indicate your relationship to them (neighbor, etc.)

	Name	Phone	City, State	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

### DESCRIPTION:

Briefly describe your reason for believing yourself to be a good future library employee.

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

I authorize investigation of all statements contained in this application

Signature \_\_\_\_\_



FOR OFFICE USE ONLY:

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Appearance	1	2	3	4	5
Personality	1	2	3	4	5
Job Knowledge	1	2	3	4	5
Work Experience	1	2	3	4	5
Education	1	2	3	4	5
Interest in Job	1	2	3	4	5

Additional Comments:

5	Excellent
4	Very Good
3	Average
2	Poor
1	Unacceptable or None

Signature: \_\_\_\_\_

**Updated 8/4/2023 JDB**