

Adams Memorial Library Job Application

Public Services Librarian Full-time employment

Thank you for your interest in working at the library. So that I may better get to know you, please provide the following when applying.

Applications require:

1. Cover letter
2. Resume
3. Completed application

ADAMS MEMORIAL LIBRARY

212 College St.
Woodbury, TN 37190
Phone: 615-563-5861

Website: www.AdamsMemorialLibrary.org

APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION										Date:	
Last Name:			First			MI					
Street Address						Apt #					
City			State			ZIP					
Day phone			E-mail Address								
Social Security No.						Desired Salary/Hour:					
Where did you learn about this position?											
Are you at least 16 years of age?			Yes ☐		No ☐		Are you related to a current employee?			Yes ☐ No ☐	
Are you a citizen of the United States?			Yes ☐		No ☐		If no, are you authorized to work in the US?			Yes ☐ No ☐	
Have you ever worked for Cannon County?			Yes ☐		No ☐		If so, when?				
Have you ever been convicted of a felony or subject to deferred adjudication for a felon?						Yes ☐		No ☐		If yes, explain page 4	
INTERESTS											
Position Applied For						Availability:		Full Time ☐		Part Time ☐ Temp ☐	
Date Available to Begin Employment						Schedule		Morning		Afternoon	
						Monday		☐		☐	
						Tuesday		☐		☐	
						Wednesday		☐		☐	
						Thursday		☐		☐	
						Friday		☐		☐	
						Saturday		☐		☐	
						Sunday		☐		☐	
Do you have special schedule requirements?			Yes ☐		No ☐		If Yes, please explain:				
EDUCATION											
School Name			City/State			Field of Study		Dates Attended		GPA	
High School										Did You Graduate? Yes ☐ No ☐	
Vocational School										Yes ☐ No ☐	
College/University										Yes ☐ No ☐	
Other Education										Yes ☐ No ☐	
Check the highest grade completed:			☐ 6 ☐ 7 ☐ 8		☐ 9 ☐ 10 ☐ 11 ☐ 12		☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6+				
			Middle School		High School		College				

RELATED SKILLS			
List office equipment with which you are proficient:			
List computer equipment and software with which you are proficient:			
Please describe your knowledge and experience in using a computer.			
It is the requirement of all employees to provide exceptional service to customers—both internal and external. Please provide an example of a situation where you have provided or observed exceptional customer service.			
Do you speak, read, write, or understand any foreign languages?	Yes ☐	No ☐	If so, indicate your fluency:
List any special courses or seminars taken within the last 5 years:			
Other related skills or background:			

LICENSURE/REGISTRATION (Not applicable to the library)				
Type	License Number	Expiration Date	Issued by	City/State
Is your license currently under review, flagged, or has it ever been revoked (if 'yes,' please explain on a separate sheet.				Yes ☐ No ☐

EMPLOYMENT HISTORY (INCLUDE ALL POSITIONS).					
Have you ever been employed under a different name? If so, please list all names:					
Most Recent Employer	Address, City, State, ZIP		Job Duties		
Office Phone	From: To:	Job Title			
Supervisor's Name	Reason for leaving	Salary			
May we contact your current employer at this time?		Yes ☐	No ☐		
Previous Employer	Address, City, State, ZIP		Job Duties		
Office Phone	From: To:	Job Title			
Supervisor's Name	Reason for leaving	Salary			

Previous Employer	Address, City, State, ZIP		Job Duties	
Office Phone	From: To:	Job Title		
Supervisor's Name	Reason for leaving	Salary	Status Full Time ☐ Part Time ☐ Temp ☐	
Include additional employers below				
MILITARY SERVICE				
Branch			From	To
Rank at Discharge			Type of Discharge	
In other than honorable, explain				

DISCLAIMER AND SIGNATURE			
1. I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination of employment. 2. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. 3. Further, I release all such parties from all liability from any damages which may result from furnishing such information. 4. I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the county or myself.			
Signature		Date	

Please supplement this record with a resume and cover letter.

Thank you for your interest in employment with Adams Memorial Library.

Extra pages for employment and/or felony information follow this page

Sheet for Additional Information

EMPLOYMENT HISTORY (INCLUDE ALL POSITIONS).

Previous Employer	Address, City, State, ZIP		Job Duties
Office Phone	From: To:	Job Title	
Supervisor's Name	Reason for leaving	Salary	Status Full Time ☐ Part Time ☐ Temp ☐
Previous Employer	Address, City, State, ZIP		Job Duties
Office Phone	From: To:	Job Title	
Supervisor's Name	Reason for leaving	Salary	Status Full Time ☐ Part Time ☐ Temp ☐
Previous Employer	Address, City, State, ZIP		Job Duties
Office Phone	From: To:	Job Title	
Supervisor's Name	Reason for leaving	Salary	Status Full Time ☐ Part Time ☐ Temp ☐
Previous Employer	Address, City, State, ZIP		Job Duties
Office Phone	From: To:	Job Title	
Supervisor's Name	Reason for leaving	Salary	Status Full Time ☐ Part Time ☐ Temp ☐

FELONY INFORMATION

Additional space for felony conviction or deferred adjudication for a felony charge. Provide: • Dates • Nature of offense • Name and location of the court • Disposition of the cases(s)	
---	--