

Irondale Public Library

105 Twentieth Street South / Irondale, AL 35210 / 205-951-1415 / irondalelibrary.org

APPLICATION FOR EMPLOYMENT

Irondale Public Library/City of Irondale is an equal opportunity employer, and does not discriminate on the basis of race, religion, age, sex, national origin, disability or other classification as prescribed by federal, state or local law. Your complete application form will be maintained in our active files for 1 month from the date of application. You may submit a new application at any time.

You may attach a resume but you must complete this application.

Date of Application _____

Last Name: _____

First: _____ MI: ____ Name you prefer: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Cell Number: _____ Home or other number _____

Email address: _____

Job Applying For _____

Are you legally eligible for employment in the United States? _____

Are you attending school now? _____ Are you currently employed? _____

SPECIAL SKILLS

Typing: Yes ____ No ____

Computer programs: (ex. Excel, Word...) _____

Other Office Machines: _____

Foreign Language _____

Do you have a working knowledge of the following?

Dewey Decimal System _____

Alphabetization of Books and/or files _____

Counting Money / Making change _____

EMPLOYMENT RECORD

Start with the present or most recent and list all previous employers. Include self-employment and part-time jobs. If more space is needed, continue on a separate sheet.

Last or Present Company: _____

Type of Business: _____

Type or Classification of Job: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone number: _____

Brief Description of Job Duties: _____

Supervisor's Name: _____

Phone number: _____ May we contact this employer? _____

Dates worked: From _____ To _____

Reason for leaving: _____

Company: _____

Type of Business: _____

Type or Classification of Job: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone number: _____

Brief Description of Job Duties: _____

Supervisor's Name: _____

Phone number: _____ May we contact this employer? _____

Dates worked: From _____ To _____

Reason for leaving: _____

EDUCATIONAL HISTORY

High School

School Name: _____

Location (city, state): _____

Dates Attended: From _____ to _____

Graduated: Yes _____ No _____

Technical/Trade (after high school)

School Name: _____

Location (city, state): _____

Major Course or Subject: _____

Dates Attended: From _____ to _____

Graduated: Yes _____ No _____

Degree: _____

College

School Name: _____

Location (city, state): _____

Major Course or Subject: _____

Dates Attended: From _____ to _____

Graduated: Yes _____ No _____

Degree: _____

Other education/training

School Name: _____

Location (city, state): _____

Major Course or Subject: _____

Dates Attended: From _____ to _____

Graduated: Yes _____ No _____

Degree: _____

OTHER SKILLS or INTERESTS

PROFESSIONAL/WORK REFERENCES

List two past supervisors and a person not related to you or a personal friend as a reference. These people should have knowledge of your qualifications for the position you are applying for.

Name: _____
Title/Relationship: _____
City/State: _____
Phone no. (include area code) _____
Occupation: _____

Name: _____
Title/Relationship: _____
City/State: _____
Phone no. (include area code) _____
Occupation: _____

Name: _____
Title/Relationship: _____
City/State: _____
Phone no. (include area code) _____
Occupation: _____

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment is contingent my passing of pre-employment drug screening and background checks as adopted by the City of Irondale and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Signature

Date: _____