|  | **510 North Queen Street**  **Kinston, NC 28501**  **252.527.7066**  **applications@neuselibrary.org** |
| --- | --- |

# Employment Application: An Equal Opportunity Employer

## Applicant Information

| Full Name: |  |  |  | Date: |  |
| --- | --- | --- | --- | --- | --- |
|  | Last | First | M.I. |  |  |

| Address: |  |  |
| --- | --- | --- |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  | City | State | ZIP Code |

| Phone: |  | Email |  |
| --- | --- | --- | --- |

| Date Available: |  | Desired Salary: | **$** |
| --- | --- | --- | --- |

| Position Applied for: |  |
| --- | --- |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have a valid NC Driver’s License? | YES  ☐ | NO  ☐ |  | | |

| Have you ever worked in a library? | YES  ☐ | NO  ☐ | If yes, when? |  |
| --- | --- | --- | --- | --- |

| Have you ever been convicted of a felony? | YES  ☐ | NO  ☐ |  |
| --- | --- | --- | --- |

| If yes, explain: |  |
| --- | --- |

## Education

| High School: |  | Location: |  |
| --- | --- | --- | --- |

| From: |  | To: |  | Did you graduate? | YES  ☐ | NO  ☐ | Diploma: |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

| College: |  | Location: |  |
| --- | --- | --- | --- |

| From: |  | To: |  | Did you graduate? | YES  ☐ | NO  ☐ | Degree: |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

| Other: |  | Location: |  |
| --- | --- | --- | --- |

| From: |  | To: |  | Did you graduate? | YES  ☐ | NO  ☐ | Degree: |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |

## References

*Please list three professional references.*

| Full Name: |  | Relationship: |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |

## Previous Employment

| Company: |  | Phone: |  |
| --- | --- | --- | --- |
| Address: |  | Supervisor: |  |

| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |
| --- | --- | --- | --- | --- | --- |

| Responsibilities: |  |
| --- | --- |

| From: |  | To: |  | Reason for Leaving: |  |
| --- | --- | --- | --- | --- | --- |

| May we contact your previous supervisor for a reference? | YES  ☐ | NO  ☐ |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

| Company: |  | Phone: |  |
| --- | --- | --- | --- |
| Address: |  | Supervisor: |  |

| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |
| --- | --- | --- | --- | --- | --- |

| Responsibilities: |  |
| --- | --- |

| From: |  | To: |  | Reason for Leaving: |  |
| --- | --- | --- | --- | --- | --- |

| May we contact your previous supervisor for a reference? | YES  ☐ | NO  ☐ |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

| Company: |  | Phone: |  |
| --- | --- | --- | --- |
| Address: |  | Supervisor: |  |

| Job Title: |  | Starting Salary: | **$** | Ending Salary: | **$** |
| --- | --- | --- | --- | --- | --- |

| Responsibilities: |  |
| --- | --- |

| From: |  | To: |  | Reason for Leaving: |  |
| --- | --- | --- | --- | --- | --- |

| May we contact your previous supervisor for a reference? | YES  ☐ | NO  ☐ |  |
| --- | --- | --- | --- |

## Military Service

| Branch: |  | From: |  | To: |  |
| --- | --- | --- | --- | --- | --- |

| Rank at Discharge: |  | Type of Discharge: |  |
| --- | --- | --- | --- |

| If other than honorable, explain: |  |
| --- | --- |

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*I understand and agree that the library may verify all information furnished in this application. I hereby authorize all individuals and organizations named or referred to in this application to give the library all information relevant to my employment, work habits, and character and hereby release such individuals, organizations, and the Neuse Regional Library System from any liability for any claim, which may result.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

| Signature: |  | Date: |  |
| --- | --- | --- | --- |