



**NEUSE  
REGIONAL  
LIBRARIES**

Inspiring Creativity. Fostering Learning. Engaging Community.

**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 \_\_\_\_\_  
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