



406 W.Riverside Street • Covington,

540.962.3321 (Phone) • 540.962.8447 (Fax) • www.ahrlib.org

VA24426

Application for Employment

It is the policy of the Alleghany Highlands Regional Library to provide equal opportunity for all qualified persons and not to unlawfully discriminate against any employee or qualified applicant for employment because of: race, color, religion, political affiliation, national origin, ethnicity, disability, marital status, gender, sexual orientation, age or veteran status.

Please complete all information below even if you are attaching a personal resume.

Personal Data

Position applied for: _____

Date of application: _____

Full Legal Name: _____
(First) (Middle) (Last)

Maiden name or other names also known as: _____

Address: _____
(Street) (City) (State) (Zip Code)

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Have you been convicted of a felony, not including traffic violations? Yes No

If yes, please explain:

Education

What was the highest grade you completed: _____

If you completed high school, please complete the information requested below.

If you did not complete high school, do you have a high school equivalency diploma (GED)? Yes No

If "Yes", list place and date received: _____

Please provide details below in regard to high school and post high school education completed.

Name/Location of Institution

Degree

Dates Attended

Additional Information

Please use this space to list special, pertinent skills, abilities, accomplishments, and for any comments or information that may be helpful in reviewing your qualifications. Please include your computer skills, including software programs utilized.

Experience

Beginning with your current or most recent position, describe the three most recent positions you have held, full or part-time, including military experience. Highlight your knowledge, skill and abilities that best demonstrate your qualifications for the position for which you are applying.

Employer Name: _____

Address: _____

Telephone Number: _____ Supervisor's Name: _____

Your Job Title: _____

Dates Employed: _____

Beginning Salary: _____per: _____ Ending Salary: _____per: _____

Primary Duties:

Reason for leaving the above position: _____

Were you ever disciplined by this employer, including termination: Yes No

If "Yes", please explain: _____

Employer Name: _____

Address: _____

Telephone Number: _____ Supervisor's Name: _____

Your Job Title: _____

Dates Employed: _____

Beginning Salary: _____ per: _____ Ending Salary: _____ per: _____

Primary Duties:

Reason for leaving the above position: _____

Were you ever disciplined by this employer, including termination: Yes No

If "Yes", please explain: _____

Employer Name: _____

Address: _____

Telephone Number: _____ Supervisor's Name: _____

Your Job Title: _____

Dates Employed: _____

Beginning Salary: _____ per: _____ Ending Salary: _____ per: _____

Primary Duties:

Reason for leaving the above position: _____

Were you ever disciplined by this employer, including termination: Yes No

If "Yes", please explain: _____

References

List three persons not related to you who can answer questions concerning your work history and character. These should be business-related references, not personal references, unless you have never been employed.

Name: _____ Telephone Number: _____

Address: _____

Name: _____ Telephone Number: _____

Address: _____

Name: _____ Telephone Number: _____

Address: _____

Membership in Professional/Community Organizations

Please list any membership/affiliations with professional and/or community organizations.

Applicant Read and Sign

I hereby state that the information given by me in this application and other employment documents is true in all respects. I agree that if I am employed, and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance within their employ. I also authorize the educational institutions, which I have entered on this application, to release information pertaining to my enrollment, GPA, and degree(s) obtained.

In making application for employment, I give permission for, and understand that the Alleghany Highlands Library will make a request for a background check on me, regarding criminal history information.

I understand that nothing stated in this application implies, offers, or creates an employment relationship or contract for employment.

(Signature)

(Date)