



406 W. Riverside St., Covington, VA 24426  
540-962-3321 (Phone) ■ 540-962-8447 (Fax) ■ ahrlib.org

## 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", place and date received: \_\_\_\_\_

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

<u>Name/Location of Institution</u>	<u>Degree</u>	<u>Dates Attended</u>

**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 all 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: \_\_\_\_\_

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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. 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.*

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## **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 Charles P. Jones Memorial 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)