



25 Heritage Green Place • Greenville, SC 29601-2034
 864.242.5000 (phone) • 864.235.8375 (fax)
 www.greenvillelibrary.org

APPLICATION FOR EMPLOYMENT

The Greenville County Library System (GCLS) is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, ancestry, citizenship, veteran status, or physical or mental disability. We assure you that your opportunity for employment depends solely on your qualifications. GCLS participates in E-Verify.

PERSONAL: TYPE OR USE BLUE OR BLACK INK ONLY - PLEASE PRINT

Last Name	First	Initial	Social Security #
Address		City/State/Zip Code	Home Telephone # ()
Referred By	Email Address		Business or Message # ()
Are you available to work? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either			
Position(s) Applied for			
Locations(s) in which you are interested			
Are there any days or hours you are unable to work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:			
Have you ever interviewed with GCLS? If yes, list date(s), job title(s) & location(s)			
Do you have any relatives employed by GCLS? If yes, list name(s) & location(s)			

EDUCATION/TRAINING/QUALIFICATIONS

School	Name of School; City / State	Major Studies	Type of Degree	Grad?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate/Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No
Vocational, Business, Other				<input type="checkbox"/> Yes <input type="checkbox"/> No
List Any Job-Related or Professional Certifications, Licenses, or other Special Knowledge, Skills, or Qualifications				
Computer Experience:				
PC <input type="checkbox"/>	MS Office:	Internet: If so, what level?	Describe in detail any other computer skills you have:	
Mac <input type="checkbox"/>	Word <input type="checkbox"/>	Beginner <input type="checkbox"/>		
Email <input type="checkbox"/>	Excel <input type="checkbox"/>	Intermediate <input type="checkbox"/>		
	Access <input type="checkbox"/>	Advanced <input type="checkbox"/>		

NOTES: (1) Please complete the application in its entirety. (2) Incomplete applications will not be processed. (3) List all positions held, beginning with your most recent position. Include all military service, if any. (4) Attach additional pages if necessary. Resumes are accepted.

Employed From / /	Employer Name	Supervisor Name & Phone #	Starting Salary
Employed Until / /	Employer Address	Part Time / Full Time (Circle One)	Ending Salary
Job Title		How many people did you supervise?	
Duties & Responsibilities			
Reason for Leaving			May we contact?

Employed From / /	Employer Name	Supervisor Name & Phone #	Starting Salary
Employed Until / /	Employer Address	Part Time / Full Time (Circle One)	Ending Salary
Job Title		How many people did you supervise?	
Duties & Responsibilities			
Reason for Leaving			May we contact?

Employed From / /	Employer Name	Supervisor Name & Phone #	Starting Salary
Employed Until / /	Employer Address	Part Time / Full Time (Circle One)	Ending Salary
Job Title		How many people did you supervise?	
Duties & Responsibilities			
Reason for Leaving			May we contact?

Employed From / /	Employer Name	Supervisor Name & Phone #	Starting Salary
Employed Until / /	Employer Address	Part Time / Full Time (Circle One)	Ending Salary
Job Title		How many people did you supervise?	
Duties & Responsibilities			
Reason for Leaving			May we contact?

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, list date: _____ Where Convicted: _____

Nature of Charge: _____ Status: _____

List three (3) references who are not relatives that you have known for at least two (2) years. Complete mailing addresses are required.

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

APPLICANT'S STATEMENT

The following points are very important. Please read carefully before signing this application.

I understand that information given in my application/resume and interview may be checked for accuracy by the Greenville County Library System.

I authorize the Greenville County Library System to make investigations and inquiries of my personal, employment, education and related matters as may be necessary in arriving at its employment decision. I release employers, schools, governmental agencies, and persons contacted from all liability in responding to inquiries in connection with my application for employment.

I understand that, depending upon the position for which I am applying, a background investigation of my criminal, credit or driving history may be made. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this background investigation.

Criminal record checks require date of birth, which will be asked for upon offer of employment. Such an offer will be conditional based on results of the check. I understand all such reports will be held in strictest confidence.

I understand that, if hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Greenville County Library System to conduct background investigations at any time during my employment period.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, ***any employment relationship with the Greenville County Library System is of an "at will" nature, which means that either the employer or employee can terminate the employment relationship and at any time with or without cause, and with or without notice.*** The employment-at-will status of each employee cannot be altered by any oral statement or representation, but can only be changed by a written contract, which must be signed by the Executive Director of the Greenville County Library System.

In the event of employment, I understand that false or misleading information given in my application, or in accompanying documents, or interview(s) may result in discharge, regardless of the time elapsed after discovery. I understand, also, that I am required to abide by all rules and regulations of the employer.

CERTIFICATE OF APPLICATION

I, _____, hereby certify that all statements made in this application and any attachments are true. I understand that any misstatement, misrepresentation or omission of fact may be cause for my application not to be considered; or, if I have been employed, may be cause for my immediate dismissal. I authorize the Greenville County Library System or designee to verify information contained in this application and attachments. I further authorize anyone having such information to release it.

Signature of Applicant

Date

GREENVILLE COUNTY LIBRARY SYSTEM

APPLICANT EQUAL OPPORTUNITY DATA SHEET

In an attempt to ensure the Greenville County Library System's continued commitment to equal employment opportunities, we would appreciate your taking a moment to complete the questionnaire below. This information is requested for government record keeping and other legal obligations.

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. F.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age but less than 70.

Date:	Position Applied for:
Birth Date:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
<p>Ethnic Origin: (check one) <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander</p> <p> <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan Native</p> <p>Note: Ethnic origin as defined by the Equal Employment Opportunity Commission:</p> <ul style="list-style-type: none"> ▪ Black: (not of the Hispanic origin) All persons having origins in any of the Black Racial groups of Africa. ▪ Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. ▪ Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa. ▪ White: (Not of the Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. ▪ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition. 	
<p>Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check: <input type="checkbox"/> Vietnam Era (1962 – 1975) <input type="checkbox"/> Other</p>	

Completion of this form is voluntary. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment. This information will be treated as confidential and will be detached before the application is evaluated or forwarded to the interviewer.