



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.

Please complete the application in its entirety. Incomplete applications will not be processed.

PERSONAL

PRINT OR TYPE USING BLUE OR BLACK INK ONLY

Last Name	First Name	Middle Initial	Primary Telephone #
Address			Alternate Telephone #
City State Zip Code			Email Address
Referred By			

Select the type of employment you are seeking: (Check only one.) ☐ Full Time ☐ Part Time

Position(s) in which you are interested: _____

Location(s) in which you are interested: (Check all that apply.) ☐ Anderson Rd ☐ Augusta Rd ☐ Berea ☐ Blue Ridge
☐ Five Forks ☐ Fountain Inn ☐ Greer ☐ Main ☐ Mauldin ☐ Pelham Rd ☐ Simpsonville ☐ Taylors ☐ Travelers Rest

Are there any days or hours you are unable to work? ☐ No ☐ Yes. Please specify: _____

Have you ever interviewed with GCLS? ☐ No ☐ Yes. Please list date(s), job title(s) and location(s): _____

Do you have any relatives employed by GCLS? ☐ No ☐ Yes. Please list name(s) and location(s): _____

Have you ever been discharged or asked to resign from a job? ☐ No ☐ Yes. Please explain: _____

Have you ever been convicted of a crime against children? ☐ No ☐ Yes. Please explain: _____

Date: _____ Nature of Charge: _____ Where Convicted: _____ Status: _____

EDUCATION/TRAINING/QUALIFICATIONS

	Name, City, State	Major Studies	Type of Degree	Graduated?
High School	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
College/University	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
Graduate/Professional	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
Vocational/Business/Other	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
List Any Job-Related or Professional Certifications, Licenses, or other Special Knowledge, Skills, or Qualifications:				
<div></div>				

TECHNOLOGY EXPERIENCE

General <input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> Email	Microsoft Word <input type="radio"/> None <input type="radio"/> Beginner <input type="radio"/> Intermediate <input type="radio"/> Advanced Most familiar version: _____	Microsoft Excel <input type="radio"/> None <input type="radio"/> Beginner <input type="radio"/> Intermediate <input type="radio"/> Advanced Most familiar version: _____	Internet <input type="radio"/> None <input type="radio"/> Beginner <input type="radio"/> Intermediate <input type="radio"/> Advanced Frequently used search engines: _____
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What operating systems are you familiar with?

List the devices you use to access the internet and/or digital materials such as eBooks:

Describe any other computer skills you have:

WORK HISTORY

List all positions held, beginning with your most recent position, including all military service. Additional pages and/or a resume may be attached. *(This section must be completed in its entirety even if attaching a resume.)*

Employed From	Employer Name	Supervisor Name	Supervisor Telephone #	<input type="radio"/> Part Time <input type="radio"/> Full Time
Employed To	Employer Address		Starting Salary	Ending Salary
Job Title	How many people did you supervise?		May we contact? <input type="radio"/> Yes <input type="radio"/> No	
Duties and Responsibilities <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>				
Reason for Leaving <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>				

Employed From	Employer Name	Supervisor Name	Supervisor Telephone #	<input type="radio"/> Part Time <input type="radio"/> Full Time
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Job Title	How many people did you supervise?		May we contact? <input type="radio"/> Yes <input type="radio"/> No	
Duties and Responsibilities <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>				
Reason for Leaving <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>				

WORK HISTORY (CONTINUED)

Employed From	Employer Name	Supervisor Name	Supervisor Telephone #	<input type="radio"/> Part Time
				<input type="radio"/> Full Time
Employed To	Employer Address		Starting Salary	Ending Salary
Job Title	How many people did you supervise?		May we contact?	
			<input type="radio"/> Yes <input type="radio"/> No	
Duties and Responsibilities				
Reason for Leaving				

Employed From	Employer Name	Supervisor Name	Supervisor Telephone #	<input type="radio"/> Part Time
				<input type="radio"/> Full Time
Employed To	Employer Address		Starting Salary	Ending Salary
Job Title	How many people did you supervise?		May we contact?	
			<input type="radio"/> Yes <input type="radio"/> No	
Duties and Responsibilities				
Reason for Leaving				

PROFESSIONAL REFERENCES

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 #	Email Address
Name	Address	Telephone #	Email Address
Name	Address	Telephone #	Email Address

APPLICATION FOR EMPLOYMENT

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

I understand that information I provide in my application/resume and interview(s) 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 and/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 detailed information about the nature and scope of this background investigation.

Criminal record checks require date of birth, which I 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 document shall serve as authorization for the Greenville County Library System to conduct background investigations at any time during my employment period.

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

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 facts 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 its designee(s) to verify information contained in this application and all attachments. I further authorize anyone having such information to release it.

Date Application Submitted

If submitting application through mail, fax, or hand delivery, please sign/date below prior to submission.

If submitting application through email, please leave this section blank. An authentic signature certifying the application will be required in this section if you are selected for an interview.

Signature of Applicant

Date Application Signed

HOW TO SUBMIT APPLICATION

Email: cquinn@greenvillelibrary.org

Mail: Greenville County Library System, Attn: Human Resources, 25 Heritage Green Place, Greenville, SC 29601

Fax: 864-235-8375

Hand deliver: Library administration at the Hughes Main Library on Heritage Green in downtown Greenville, Monday-Friday, 9:00 a.m. - 5:00 p.m. Branch libraries do not accept applications for employment. Additional information may be found at www.greenvillelibrary.org