

Greenwood-Leflore Public Library System
405 West Washington Street
Greenwood, MS 38930
662-453-3634

APPLICATION FOR EMPLOYMENT

Date:

POSITION APPLYING FOR, or type of position desired

Last Name	First Name	Middle Initial
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Social Security Number

Address

City	State	Zip
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Daytime Telephone	Evening Telephone
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E-mail address

U.S. Citizenship: yes _____ no _____

Other (specify):

EDUCATION

Give your complete education history below. Use the back if necessary.
Please place an (X) next to the highest grade level completed:

	1		2		3		4		5		6		7		8		9		10		11		12
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Did you graduate from High School or pass the High School Equivalency Test (GED)?	Yes	Date	Place
	No		

EDUCATION BEYOND HIGH SCHOOL

College or University	Attended	Number of Years Completed	Degree & Year Received Major Subject
Name & Location	From (mm/yr)		
	To (mm/yr)		
Name & Location	From (mm/yr)		
	To (mm/yr)		

EMPLOYMENT RECORD: Answer questions for each period of employment beginning with the most recent. Please use additional sheet if needed.

Employer	From	Month	Year	Address
	To	Month	Year	
Position held	Supervisor's Name			Phone Number
Description of Duties				
Last salary		Reason for Leaving (optional)		

Employer	From	Month	Year	Address
	To	Month	Year	
Position held	Supervisor's Name			Phone Number
Description of Duties				
Last Salary		Reason for Leaving (optional)		

Employer	From	Month	Year	Address
	To	Month	Year	
Position held	Supervisor's Name			Phone Number
Description of Duties				
Last Salary		Reason for Leaving (optional)		

May we contact a current or recent employer as a reference?		Who may we NOT contact at this time?
Yes	No	

REFERENCES: List references (work references preferred). Do not include relatives. Give telephone numbers and e-mail addresses if at all possible.

Name	Address
Relationship to person:	
Phone Number	e-mail

Name	Address
Relationship to person:	
Phone Number	e-mail

Name	Address
Relationship to person:	
Phone Number	e-mail

TYPE OF POSITION DESIRED:

KEYBOARDING SKILLS? (y/n)	INTERNET SEARCHING SKILLS? (y/n)	VALID MS DRIVER'S LICENSE? (y/n)
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If you have had experience with computers, please describe briefly:

OTHER SKILLS: Please describe any other skills and experience that might apply, such as working with children, public speaking, art skills, publicity, and supervisory skills.

If hired, when could you begin work?

Signature

Date