



# Employment Application Form

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, handicap, or national origin. Public Law 90-202 prohibits discrimination because of age. The Dorchester County Library is an Equal Opportunity/Affirmative Action Employer. M/F/V/H

PLEASE PRINT OR TYPE

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Position for which you are applying	Branch	Full/Part-time	
Last Name	First Name	Middle Initial	
Current Mailing Address			
City	State	Zip code	Telephone #
Email address: _____			

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Have you ever been employed at the Dorchester County Library? YES \_\_\_ NO \_\_\_ YEAR \_\_\_\_\_  
List any relatives or friends employed at the library:

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May we contact previous employers? YES \_\_\_ NO \_\_\_

Have you ever been fired or forced to resign from a job for misconduct or unsatisfactory service? YES \_\_\_ NO \_\_\_  
If yes, please describe briefly: \_\_\_\_\_

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Have you ever been convicted of a crime other than a misdemeanor or summary defense? YES \_\_\_ NO \_\_\_  
If yes, please describe briefly: \_\_\_\_\_

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Have you been charged or named in an indictment, accusation, or special presentment for any offence, other than a minor traffic violation? YES \_\_\_ NO \_\_\_ If yes, please explain: \_\_\_\_\_

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Do you have a valid South Carolina driver's license? YES \_\_\_ NO \_\_\_

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**EDUCATION**

SCHOOLS	NAME/ADDRESS	YEARS ATTENDED	GRADUATED (Y/N)	DEGREE
High School				
College or University				
Graduate School				
Other				

Please list/describe any licenses, certifications, special training, computer skills, technology skills and aptitudes that you feel are relevant to the positions for which you are applying.

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**REFERENCES**

Name	Address	Phone#
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**EMPLOYMENT HISTORY**

Please complete the following job history information beginning with your most recent job. Attach additional sheet if needed.

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_

Describe job duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Full/Part-time \_\_\_\_\_

Beginning salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_

Describe job duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Full/Part-time \_\_\_\_\_

Beginning salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_

Describe job duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Full/Part-time \_\_\_\_\_

Beginning salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

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Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Position Held: \_\_\_\_\_

Describe job duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates employed: \_\_\_\_\_ Full/Part-time \_\_\_\_\_

Beginning salary: \_\_\_\_\_ Ending salary: \_\_\_\_\_

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**PLEASE READ CAREFULLY: APPLICANT’S CERTIFICATE AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal and employment history through any investigative agencies or bureaus of our choice.

Applicants requiring disability related accommodations should request them during the application process.

\_\_\_\_\_  
**APPLICANT’S SIGNATURE**

\_\_\_\_\_  
**DATE**