

Assumption Parish Library

293 Napoleon Ave.
 Napoleonville, La. 70390
 985-369-7070
 985-369-6019 (FAX)
jboudreaux@assumptionlibrary.com



APPLICANT INFORMATION											
Last Name			First			M.I.		Date of Birth:			
Street Address						Apartment/Unit #					
City				State		ZIP					
Home Phone				E-mail Address							
Cell Phone											
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this library?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
Position Applied for				Date Available				Desired Salary			
Are you available to work on weekends?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		Do you have reliable transportation?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Would you be willing to travel to different branches to work?					YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, explain		
Do you have any friends or relatives working for this library?						YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, state name/s & relationship:	
EDUCATION											
High School				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
College				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
Other				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
Which level of Computer Skills do you understand:											
Microsoft Word:		Basic:			Intermediate:			Advanced:			
Microsoft Excel:		Basic:			Intermediate:			Advanced:			
Microsoft Publisher:		Basic:			Intermediate:			Advanced:			
Power Point:		Basic:			Intermediate:			Advanced:			
Internet Reference/Research Skills (Ex: State Databases, Job Search, Reference Sites) :											
Internet Social Networks Site you are Familiar With(Ex: Facebook, Twitter):											
Are you familiar with the workings of the library?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		List any library skills you have and where did you learn them:				

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Check the following skills which applies to you:

Displays/Exhibits:	Crafts:	Works well with others:	Works well with children:	Enjoys serving the public:
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Write a short paragraph explaining why you feel you would be especially suited for work at our library. Include special interests, training, skills, or experiences which would be useful.

REFERENCES

Please list three professional references.

Full Name		Relationship	
Company		Phone	
Address			

Full Name		Relationship	
Company		Phone	
Address			

Full Name		Relationship	
Company		Phone	
Address			

Full Name		Relationship	
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PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize contact of references listed above to you and any and all pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature

Date