

SOUTH CENTRAL LIBRARY SYSTEM

Employment Application

Return to:
HR & Finance Coordinator
South Central Library System
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718

Name: _____

Present address: _____ Home Phone: _____

_____ Other Phone: _____

Mailing address: _____ E-mail: _____

Are you at least 18 years of age? _____

Do you have access to reliable transportation to travel to work? _____

As a matter of policy and in accordance with applicable state and local law, SCLS does not use or consider pending criminal charges or criminal convictions in making hiring decisions unless the circumstances of the pending charge or conviction are substantially related to the circumstances of the particular job and the individual is not bondable under a standard fidelity or an equivalent bond when bonding is required for the particular job. If there are extenuating circumstances of which you believe SCLS should be aware, please state below or on an attached sheet.

REFERENCES (You may include a separate sheet.)

Name (title/relationship)	Organization/Address	Phone	Email
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Please list any organizations to which you belong or have belonged and any honors or awards you have received that you regard as relevant to the job or jobs for which you are applying:

_____	_____
_____	_____
_____	_____

EDUCATION AND TRAINING

Indicate highest grade or year (K-12) completed in school: _____

Do you have GED equivalency? Yes ___ No ___

Training beyond high school (college or university, nursing, business college, or other schools you have attended).

Number of years in college or university: _____

Name/ Location	Major Field	Degree Yes/No
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any education or training you have which is not covered above, such as vocational school, correspondence course, service schools, in-service training, or volunteer work which you feel is relevant to the job or jobs for which you are applying. Also include relevant licenses or certificates:

WORK EXPERIENCE

Please use the following page to provide a description of your work experience. This information will be used to determine if your application is accepted. Start with your most recent job. Be certain to include service in the Armed Forces. Indicate any changes in job title under same employer as a separate position. (You may also attach a separate sheet with additional pertinent information.)

>Employer	Kind of Business	Location (City/State)
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Title	Name/Phone #-Supervisor	
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Duties:

# of Hours/Week	From (mo/yr)	To (mo/yr)
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Reason for leaving	May we contact this employer? Yes ___ No ___	
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>Employer	Kind of Business	Location (City/State)
---------------------	------------------	-----------------------

Title	Name/Phone #-Supervisor	
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Duties:

# of Hours/Week	From (mo/yr)	To (mo/yr)
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Reason for leaving	May we contact this employer? Yes ___ No ___	
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>Employer	Kind of Business	Location (City/State)
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Title	Name/Phone #-Supervisor	
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Duties:

# of Hours/Week	From (mo/yr)	To (mo/yr)
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Reason for leaving	May we contact this employer? Yes ___ No ___	
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>Employer	Kind of Business	Location (City/State)
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Title	Name/Phone #-Supervisor	
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Duties:

# of Hours/Week	From (mo/yr)	To (mo/yr)
-----------------	--------------	------------

Reason for leaving	May we contact this employer? Yes ___ No ___	
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May we communicate with your present employer? Yes ___ No ___

AVAILABILITY

Date available to begin employment: _____
Full-time: ___ Part-time: ___

CERTIFICATION STATEMENT

Please sign and date the following statement:

I certify that all answers to questions in this application are true, and I agree that any misstatements or omissions of material fact will cause forfeiture on my part of all rights to any employment with SCLS.

Signature

Date

The South Central Library System is an Equal Opportunity Employer