## FOR RCPL USE ONLY: REC. PERS. OFC./AKN. SENT DATE:\_ \_ BY:\_ F.C. SENT

## RICHLAND COUNTY PUBLIC LIBRARY

An Equal Opportunity Employer 1431 Assembly Street • Columbia, South Carolina 29201 www.myrcpl.com Fax: 803-929-3448

## APPLICATION FOR EMPLOYMENT

	on title, and location a	are required; a	pplicants must	submit a separate applicati	on for each job.)			
DATE:								
_				(How you found	out about the position	on vacancy)		
NAME:	(First)	(Mid	dle)	(Last)				
MANUELO ADDDECCO	<b>(</b> , , ,	(	<b></b> ,	(====,				
MAILING ADDRESS: _	(Number)	(Street)			(Box or Apartment No.)			
		(City)		(State	(Zip Code)			
PHONE: (Home)	(Cell)		(Other)	E-mail:				
BEGINNING DATE AV	AILABLE IF HIRED_		SOC.	SEC. NUMBER (Last 4 on	y): XXX-XX			
Can you work the job's	s schedule? (As liste	ed on the vac	ancy notice)					
☐ Yes ☐ No If the job is part-time w	Not Sure Con hithout a specific sch	edule listed o	n the vacancy	notice, please list the days	and hours you are	available:		
☐ Yes ☐ No	Comments:			nship or immigration status w		mployment.)		
Can you perform the e	essential functions o Comments:	f the position	applied for, w	ith or without reasonable	accommodation?			
Are you related to any	current employee	of the Richlan	d County Pub	lic Library?				
Have you worked prev	viously for Richland	County Publi	c Library?					
Yes No EDUCATION: (A) Li	If "Yes" state dates ist schools attended	s and position in order from	is: i the most rec	ent to least recent. Include	e college, technica	I and trade		
scnool, nigh school an bours/credits complet	ed (estimate if nece	esant): (D) C	w number or y ourses of stud	ty (major minor etc.): (F)	iters/quarters); (C) Degree or diplom:	Number of received:		
hours/credits complete	ed (estimate if nece	ssary); (D) C	ourses of stud	dy (major, minor, etc.); (E)	Degree or diploma	Number of a received:		
hours/credits complete (F) Did you graduate?	ed (estimate if nece	(B) Number of Years	(C) Number of credits	(D) Course of Study (Major, Minor, Etc.)	(E) Indicate Degree Diploma (E) Indicate Degree Diploma, or Certificate Received	(F) Did you graduate? (Yes or No)		
hours/credits complete (F) Did you graduate?	ed (estimate if nece (Yes or No).	(B) Number of Years	Ourses of stud	dy (major, minor, etc.); (E)  (D) Course of Study	(E) Indicate Degree, Diploma, or Certificate	(F) Did you graduate?		
hours/credits complete (F) Did you graduate?	ed (estimate if nece (Yes or No).	(B) Number of Years	Ourses of stud	dy (major, minor, etc.); (E)  (D) Course of Study	(E) Indicate Degree, Diploma, or Certificate	(F) Did you graduate?		
hours/credits complete (F) Did you graduate?	ed (estimate if nece (Yes or No).	(B) Number of Years	Ourses of stud	dy (major, minor, etc.); (E)  (D) Course of Study	(E) Indicate Degree, Diploma, or Certificate	(F) Did you graduate?		
hours/credits complete (F) Did you graduate?	ed (estimate if nece (Yes or No).	(B) Number of Years	Ourses of stud	dy (major, minor, etc.); (E)  (D) Course of Study	(E) Indicate Degree, Diploma, or Certificate	(F) Did you graduate?		
hours/credits complete (F) Did you graduate?  (A) School (City &	ed (estimate if nece ? (Yes or No). ! & Address & State)	(B) Number of Years Completed	(C) Number of credits	dy (major, minor, etc.); (E)  (D) Course of Study (Major, Minor, Etc.)	(E) Indicate Degree. Diploma, or Certificate Received	(F) Did you graduate? (Yes or No)		
hours/credits complete (F) Did you graduate?  (A) School (City &	ed (estimate if nece ? (Yes or No). ! & Address & State)	(B) Number of Years Completed	(C) Number of credits	dy (major, minor, etc.); (E)  (D) Course of Study (Major, Minor, Etc.)	(E) Indicate Degree. Diploma, or Certificate Received	(F) Did you graduate? (Yes or No)		
Please describe any rabove schools:  Do you have typing or Do you have a valid Dr	ed (estimate if nece ? (Yes or No). & Address & State)  relevant specialized r keyboarding profic river's License and si	(B) Number of Years Completed training, appring training, appring fency? (If release driving reconstructions)	(C) Number of credits  renticeship, skewant)  Yes	dy (major, minor, etc.); (E)  (D) Course of Study (Major, Minor, Etc.)	(E) Indicate Degree. Diploma, or Certificate Received  ies, and honors rel ation will be require	(F) Did you graduate? (Yes or No)		

Upon receipt, this form is separated and not part of the selection process.

Government agencies require us to give them periodic reports on the demographics of applicants. This survey is for statistical analysis related to affirmative action only and will be kept in a confidential file separate from the application for employment. Submission of this information by the applicant is VOLUNTARY. This will not be used in considering your application. Your completion of this form is needed to make the survey response as accurate as possible.

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N & VACANCY # APPLIED FOR (Because this sheet is not used in consideration of your application, you should be sure to also write the position and vacancy number applied for on the main application form) \_

CHECK ONE: Male Female

CHECK ONE OF THE FOLLOWING: (Race/ethnic categories as listed by EEOC Form 164)

☐ White ☐ Black ☐ Hispanic ☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander ☐ Other\_

## PAGE 2 • RICHLAND COUNTY PUBLIC LIBRARY APPLICATION FOR EMPLOYMENT, CONTINUED:

Lis	st most recent employment first, then earlier job	os in reverse order; <u>use</u>	<u>e additional sneet it ne</u>	cessary.	
	EMPLOYER & LOCATION	JOB TITLE		DATES FROM	то
1	DUTIES/WORK PERFORMED			· ·	
	SUPERVISOR (Name, title & phone number)	REASON FOR LEAV	/ING OR WANTING CHANGE		SALARY
	EMPLOYER & LOCATION	JOB TITLE		DATES	то
2	DUTIES/WORK PERFORMED				
	SUPERVISOR (Name, title & phone number)	REASON FOR LEAV	VING OR WANTING CHANGE		SALARY
	EMPLOYER & LOCATION	JOB TITLE		DATES FROM	то
3	DUTIES/WORK PERFORMED	<del>,</del>			***
	SUPERVISOR (Name, title & phone number)	REASON FOR LEAV	AVING OR WANTING CHANGE		SALARY
N/ RI	THER information you want us to know, not alreed AME: Please indicate if any of your educational effectives. List three persons who know they we they know you (i.e., "supervisor", "employer"	or employment record	s are under a different alifications and work. I	last name: .ist name, ad	
2.					
3.					
*******	I hereby certify that all answers and information given by are true and complete to the best of my knowledge. I under disqualified from consideration or dismissed from employed discuss the information! have provided with anyone it derecords, driving records, criminal reports, credit reports, databases may be used to confirm my employment eligible offer of employment and during my employment. I also not provided to employees. I understand that all employ reason, and that I may quit at any time, for any or no re employment. This application creates no contractual obligation make exceptions; no statements by employee, officer, or a	erstand and agree that any f ment. I authorize and releas leems appropriate. I further and any other information i pility. I agree to submit to an agree to abide by all rules yees are employed at will a leason. I understand that no ion and does not alter recipie	alsification, omission, or mission, or mission RCPL to check all references authorize RCPL to receive necessary to my employmely specified physical examin, regulations, and policies and may be terminated at a part of RCPL documents or reprint's at-will relationship; RCPL	srepresentation in nees and to thord relevant employ int. I understand ation or drug tes of RCPL. I under iny time, withou esentations cons	may result in my being bughly investigate and ment records, school that E-Verify and like sts, after a conditional erstand that parking is t notice, for any or no ditute a contract of
•					
• SI	GNATURE OF APPLICANT:			DATE:	
SI Rich empon t	GNATURE OF APPLICANT:	All applicants are considered for applicants are considered for applicants. No question	POSITIONEMPLOYMENT BEGINS		
SI Rich empon to on a	hland County Public Library is an EQUAL OPPORTUNITY EMPLOYER. A ployment without regard to race, color, religion, sex, age, national origin, handicithis application or in any interview is used for the purpose of limiting or excluding basis prohibited by federal, state or local law.  FOR RCPL USE ONLY:  NTERVIEWED BY:	All applicants are considered for ap, or veteran status. No question ling any applicant's consideration	POSITION		