



List most recent employment first, then earlier jobs in reverse order; *use additional sheet if necessary.*

|   |   |                                      |            |        |
|---|---|--------------------------------------|------------|--------|
| 1 | EMPLOYER & LOCATION                     | JOB TITLE                            | DATES FROM | TO     |
|   | DUTIES/WORK PERFORMED                   |                                      |            |        |
|   | SUPERVISOR (Name, title & phone number) | REASON FOR LEAVING OR WANTING CHANGE |            | SALARY |
| 2 | EMPLOYER & LOCATION                     | JOB TITLE                            | DATES FROM | TO     |
|   | DUTIES/WORK PERFORMED                   |                                      |            |        |
|   | SUPERVISOR (Name, title & phone number) | REASON FOR LEAVING OR WANTING CHANGE |            | SALARY |
| 3 | EMPLOYER & LOCATION                     | JOB TITLE                            | DATES FROM | TO     |
|   | DUTIES/WORK PERFORMED                   |                                      |            |        |
|   | SUPERVISOR (Name, title & phone number) | REASON FOR LEAVING OR WANTING CHANGE |            | SALARY |

We may contact employers listed above unless you indicate here those you do NOT want us to contact: \_\_\_\_\_  
MILITARY: Please list any relevant information about your military background, training and/or status, if not included in above under "Work Experience": \_\_\_\_\_  
OTHER INFORMATION: Please list OTHER relevant special skills and qualifications (you may include computer skills/knowledge, word processing, foreign languages, other skills, licenses, certificates, education, volunteer activities, etc.) and any OTHER information you want us to know, not already listed: \_\_\_\_\_

NAME: Please indicate if any of your educational or employment records are under a different last name: \_\_\_\_\_

REFERENCES: List three persons who know the most about your qualifications and work. List name, address, telephone, how they know you (i.e., "supervisor", "employer", "teacher" etc.) and how we may contact them.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

• I hereby certify that all answers and information given by me on this application, in accompanying documents, résumés, transcripts, or in interview(s)  
• are true and complete to the best of my knowledge. I understand and agree that any falsification, omission, or misrepresentation may result in my being  
• disqualified from consideration or dismissed from employment. I authorize and release RCPL to check all references and to thoroughly investigate and  
• discuss the information I have provided with anyone it deems appropriate. I further authorize RCPL to receive relevant employment records, school  
• records, driving records, criminal reports, credit reports, and any other information necessary to my employment. I understand that E-Verify and like  
• databases may be used to confirm my employment eligibility. I agree to submit to any specified physical examination or drug tests, after a conditional  
• offer of employment and during my employment. I also agree to abide by all rules, regulations, and policies of RCPL. I understand that parking is  
• not provided to employees. I understand that all employees are employed at will and may be terminated at any time, without notice, for any or no  
• reason, and that I may quit at any time, for any or no reason. I understand that no RCPL documents or representations constitute a contract of  
• employment. This application creates no contractual obligation and does not alter recipient's at-will relationship; RCPL reserves the right to amend, alter, and  
• make exceptions; no statements by employee, officer, or agent of RCPL can contradict this disclaimer.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Richland County Public Library is an EQUAL OPPORTUNITY EMPLOYER. All applicants are considered for employment without regard to race, color, religion, sex, age, national origin, handicap, or veteran status. No question on this application or in any interview is used for the purpose of limiting or excluding any applicant's consideration on any basis prohibited by federal, state or local law.

FOR RCPL USE ONLY:

INTERVIEWED BY: \_\_\_\_\_

FOR VACANCY: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION \_\_\_\_\_

EMPLOYMENT BEGINS \_\_\_\_\_

HOURS \_\_\_\_\_

BEGINNING SALARY \_\_\_\_\_

COMMENTS \_\_\_\_\_