

# BLUE RIDGE REGIONAL LIBRARY

P. O. Box 5264  
310 East Church Street  
Martinsville, Virginia 24115  
Phone: 276-403-5430

## *Application for Employment*

(Please type or print plainly)

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle Initial

Present Address \_\_\_\_\_  
No. Street City State Zip

Email Address \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Are you 18 years of age or over? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

What are the names of any relatives already employed by this agency? \_\_\_\_\_

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Are you available for a personal interview? \_\_\_\_\_

Job applied for \_\_\_\_\_

What experiences, skills, or abilities do you have that qualify you for the job you applied for? \_\_\_\_\_

What date would you be available for work? \_\_\_\_\_

What books have you read in the past six months? \_\_\_\_\_

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Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you previously applied for employment with Blue Ridge Regional Library: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever worked for Blue Ridge Regional Library? Yes \_\_\_ No \_\_\_\_\_

If yes, give branch, employment dates, and position title \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

Have you ever been convicted of a crime involving theft, violence, drugs, or moral turpitude? Yes \_\_\_ No \_\_\_\_\_

Note: A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago and any relationship of the conviction to the job for which you are applying are all important. Give all the facts on an additional 8 1/2 x 11" paper so that a fair decision can be made.

# **EMPLOYMENT HISTORY**

The acceptance or rejection of candidates is based in part upon information provided here. Incomplete data may reduce a candidate's possibility of employment.

Please account for all time during the last five years. Attach additional 8 1/2 x 11" sheets if necessary. Please give telephone numbers of the immediate supervisors.

Present or last position		Address	
Dates of Employment		Position Title	
Number of persons supervised	Name and position title of immediate supervisor		Telephone
Reason for leaving			Final Salary

Brief description of duties:

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Next Previous Position		Address	
Dates of Employment		Position Title	
Number of persons supervised	Name and position title of immediate supervisor		Telephone
Reason for leaving			Final Salary

Brief description of duties:

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Next Previous Position		Address	
Dates of Employment		Position Title	
Number of persons supervised	Name and position title of immediate supervisor		Telephone
Reason for leaving			Final Salary

Brief description of duties:

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**EDUCATION** (Fill in and circle years completed)

	Elementary	High	College/University	Graduate/ Professional
School Name				
Grades/Years Completed		9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree and Year Awarded				
Major or Course Of Study				
Describe training, skills, apprenticeship and extra-curricular activities				

**MILITARY HISTORY**

Branch	Date entered	Date discharged
Rank at discharge	Special training received:	

**ADDITIONAL INFORMATION**

Certifications, awards, experience, skills, abilities, etc:

Name of person to contact in case of emergency	Address
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Home Telephone	Work Telephone
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## **Professional References**

Name	Business/Organization	Address & Telephone

I acknowledge that if I am employed my employment will be at will and therefore my employment and compensation can be terminated, with or without cause and with or without notice at any time, at the option of Blue Ridge Regional Library or myself. I understand that no representative of Blue Ridge Regional Library other than the director has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any representations contrary to the foregoing are expressly disavowed, shall not be binding upon Blue Ridge Regional Library and should not be relied upon by any prospective or existing employee, unless made in writing and signed by the director. I further acknowledge that any Blue Ridge Regional Library personnel manual, handbook publication policy, procedure, rule or regulation that may now or in the future apply to me is not contractual in nature and is not intended to modify the foregoing employment relationship.

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omissions on this application may disqualify me or result in my dismissal from employment. I authorize the investigation of my background and employment record (**including**            **not including**            **present employer**), and I authorize any person or company to furnish any pertinent information in their possession without liability. I certify that all statements made by me in this application are true.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**MANDATORY DRUG TESTING AND  
CRIMINAL BACKGROUND CHECK  
FOR ALL NEW HIRES.  
LATER DRUG TESTING POSSIBLE**