JACKSON-GEORGE REGIONAL LIBRARY SYSTEM

3214 Pascagoula Street Pascagoula, Mississippi 39567 (228) 769-3060 (228) 769-3218

An Equal Employment Opportunity/Diverse Action Employer

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to age, race, color, sex, religion, national origin, physical limitations not crucial to job performance, or other non-merit factor.

ALL ITEMS ON THIS APPLICATION FORM MUST BE ANSWERED IN FULL. DO NOT ATTACH RESUME OR OTHER DOCUMENT EXCEPT AS REQUESTED. PLEASE PRINT OR TYPE.

General Information Position Applied For: Date of Application:	
Referral Source: Advertisement Friend Relative Employment Agency Other (Specify):	
Name: Address: Number/Street (or P. O. Box) Home Telephone Number Cell Telephone Number	
Email Address: Do you have any relatives associated with the Library System? Yes No If yes, please provide association, name and relation to you: Have you submitted an application here before? Yes No If yes, when: Have you been employed here before? Yes No If yes, when: On what date are you available for work?	
Are you available to work: Full-Time Part-Time Substitute Any Hours/days you can work: Day Shift Evening Shift Saturdays Any Shift/Any Day Indicate all library locations where you would accept employment: All East Central Gautier Lucedale/George County Moss Point Ocean Sp. Pascagoula/Regional Headquarters St. Martin Vancleave	rings
Can you operate a personal computer? Yes No What software are you proficient with?	
What office and library-related equipment can you operate?	

List all currer		Course of Study	No. Yrs. Completed	Did You Graduate? Yes No Yes No Yes No	Type Degree/Date
				Yes No Yes No Yes No	
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Reference	S (Do not in	nclude present	or former imn	nediate superv	visors.)
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erences (D	not include	former emplo	vers or relative	s)	
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Experience

Resumes are not accepted as a substitute for completion of this section

Start with your present or most recent position and work back. Answer all items for each position, including starting/ending salaries. Account for all periods of unemployment exceeding three (3) months since beginning your professional career.

	n <mark>erwise, we WILL contact</mark>	employers/supervisors id	<mark>lentified below for work p</mark>	<mark>erformance references</mark> .
DO NOT CONTACT				
Employer:				
Reason:				
Employer:				
Reason:				
A.	T	1	T =	1
Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week
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Name and complete	address of employer: _			
Name title and phon	e number of your imme			
	sition:			
Number of employee	s you supervised:			
Description of duties:	·			
B.				
Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week
Name and complete	address of employer: _			
	e number of your imme	ediate supervisor:		
Exact title of your pos				
Number of employee	s you supervised:			
Reason for leaving: _				<u> </u>
Description of duties:	·			
C.				
Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week
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Name, title and phon	e number of your imme	ediate supervisor:		
Exact title of your pos				
	s you supervised:			
Description of duties:	! !			
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Starting Date	Ending Date	Starting Salary/Year	Ending Salary/Year	Hours per week
Name and complete	address of employer: _			
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iscason for leaving				
1)Accription of dution				

Other ARE YOU A PARTICIPATING OR RETIRED MEMBER OF THE PERS RETIREMENT SYSTEM YES NO
Have you ever been convicted of or forfeited bond for any felony, or are you currently on probation for any felony in a court of law? Yes No
Essay The following question MUST be answered by all applicants. BE SUCCINCT. What are the major challenge(s) facing public libraries during the coming decade?
Incomplete and/or unsigned applications will be returned to the applicant. Read and sign below I certify that all the foregoing statements are complete, true and correct to the best of my knowledge and belief. In consideration of the employment sought, I hereby authorize the Jackson-George Regional Library System to make an investigation and request former employees to furnish any information concerning me, and I release them from any and all liabilities or damages because of furnishing such information.
In the event of employment, I understand that misrepresentation of information given in my application and/or interview may subject me to disqualification for competition for any job or to termination of employment if employed by the Library System. I understand, also, that I am required to abide by all the policies, procedures and standards of conduct of the Jackson-George Regional Library System.
I understand that if I am offered any job position with the JGRLS system that I will be required to undergo a pre-employment drug screening. I also understand that employment is contingent upon passing a pre-employment drug screen.
Signature of Applicant Date
Personnel and Reports Manager – 05/13

Jackson-George Regional Library System SUPPLEMENTAL APPLICATION

Name of Applicant:	Date:
returned along with the 4-page a and supplemental application m	CANTS: This supplemental application form must be completed and application form by all applicants. Failure to return the application form ay disqualify you from consideration for this position.
	elow. These are minimum qualifications for this position. Every question ou cannot answer "YES" to these 6 questions, you do not qualify for this
1. High School Diploma	or GED and 18 years of age.
Yes	No
2. Must have dependable	transportation to and from work.
Yes	No
Must be able to work r up to 16 hours per week.	nornings, evenings, and weekends (Saturday) as scheduled and work
Yes	No
4. Must have good comm	nunications skills, both orally and written.
Yes	No
5. Must have good comp	uter skills, and have the ability to learn new computer applications.
Yes	No
	earts filled with books, lift boxes of books, bend and stretch to reach le holding books, and other physical tasks as needed.
Yes	No
Part II: Preferred Qualification	s:
 Prefer candidates that good standing? 	have a JGRLS library card. Do you have a JGRLS Library Card in
Yes No_	
	previous work experience involving providing goods or services to the rious work experience providing goods or services to the public? (Please
Yes No_ End of Questionnaire	