

Northeast Regional Library

1023 Fillmore Street Corinth, MS. 38834
 Phone: (662) 287-7311 * Fax: (662) 286-8010
<http://www.nereg.lib.ms.us>

APPLICATION FOR EMPLOYMENT

Date: _____

POSITION APPLYING FOR, or type of position desired

Last Name	First Name	Middle Initial
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Social Security Number

Address

City	State	Zip
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Daytime Telephone	Evening Telephone
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E-mail address

U.S. Citizenship: yes _____ no _____

Other (specify): _____

**Give your complete education history below. Use the back if necessary.
 Please place an (X) next to the highest grade level completed:**

1	2	3	4	5	6	7	8	9	10	11	12
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Did you graduate from High School or pass the High School Equivalency Test (GED)?	Yes	Date	Place
	No		

EDUCATION BEYOND HIGH SCHOOL

College or University	Attended	Number of Years Completed	Degree & Year Received Major Subject
Name & Location	From (mm/yr)		
	To (mm/yr)		
Name & Location	From		
	To		
Name & Location	From		
	To		

**EMPLOYMENT RECORD: Answer questions for each period
of employment beginning with the most recent. Please use additional sheet if needed.**

Firm	From	Month	Year	Address
	To	Month	Year	
Position held	Supervisor's Name			Phone Number
Description of Duties				
Last salary		Reason for Leaving (optional)		
<hr/>				
Firm	From	Month	Year	Address
	To	Month	Year	
Position held	Supervisor's Name			Phone Number
Description of Duties				
Last Salary		Reason for Leaving (optional)		
<hr/>				
Firm	From	Month	Year	Address
	To	Month	Year	
Position held	Supervisor's Name			Phone Number
Description of Duties				
Last Salary		Reason for Leaving (optional)		
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May we contact a current or recent employer as a reference?		Who may we NOT contact at this time?		
Yes	No			

**REFERENCES: List references (work references preferred). Do not include relatives.
Give telephone numbers and e-mail addresses if at all possible.**

Name	Address
Phone Number	E-Mail

Name	Address
Phone Number	E-Mail

Name	Address
Phone Number	E-Mail

TYPE OF POSITION DESIRED:

SALARY RANGE DESIRED:

KEYBOARDING/TYPING SKILLS? (y/n)
Speed (words per minute):

INTERNET SEARCHING SKILLS? (y/n)

VALID DRIVER'S LICENSE? (y/n)

If you have had experience with computers, please describe briefly:

OTHER SKILLS: Please describe any other skills and experience that might apply, such as filing, working with children, public speaking, art skills, newspaper publicity, supervisory skills, etc.

If hired, when could you begin work? _____

What days and hours would you be available? _____
