

CITY OF VESTAVIA HILLS

**VESTAVIA HILLS LIBRARY IN THE FOREST (VHLF)**

**1221 Montgomery Highway, Vestavia Hills, AL 35216**

**Phone: 205.978.0155 Fax: 205.978.0156**

[**www.vestavialibrary.org**](http://www.vestavialibrary.org)

## Application for Employment

PLEASE PRINT OR TYPE AND ANSWER EACH QUESTION FULLY AND ACCURATELY.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (MI)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) (City) (State) (Zip)

Phone Numbers Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number (required for background check) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drivers License #, State of Issue (required for background check) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever filed an application for employment with VHLF before? \_\_\_\_\_\_

If yes: Month and Year: \_\_\_\_\_\_\_\_\_\_\_

Have you ever been employed with VHLF before? \_\_\_\_\_\_

If yes: Month and Year: \_\_\_\_\_\_\_\_\_\_\_

Are you currently employed? \_\_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_\_\_\_\_\_\_\_

Are you available to work (please circle): Full-time Part-time Temporary

Are you legally eligible for employment in the United States? \_\_\_\_\_\_\_\_

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of**  **School** | **Name of School and Location** | **Course of Study** | **Years Completed** | **Diploma**  **/ Degree** |
| High School |  |  |  |  |
| College |  |  |  |  |
| Graduate |  |  |  |  |
| Other  (Please specify) |  |  |  |  |

**PREVIOUS EMPLOYMENT**

**Begin with current or last employer. Complete this section even if you plan to attach a resume.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s name, address**  **and telephone number** | **Dates**  **Employed** | **Hours Salary Rate** | **Reason for Leaving** |
| 1. | **MO/YR**  From  To | Start  End |  |
| List Your Job Duties and Responsibilities  Position/ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s Name and Contact Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Employer’s name, address**  **and telephone number** | **Dates**  **Employed** | **Hours Salary Rate** | **Reason for Leaving** |
| 2. | **MO/YR**  From  To | Start  End |  |
| List Your Job Duties and Responsibilities  Position/ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s Name and Contact Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Employer’s name, address**  **and telephone number** | **Dates**  **Employed** | **Hours Salary Rate** | **Reason for Leaving** |
| 3. | **MO/YR**  From  To | Start  End |  |
| List Your Job Duties and Responsibilities  Position/ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s Name and Contact Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Employer’s name, address**  **and telephone number** | **Dates**  **Employed** | **Hours Salary Rate** | **Reason for Leaving** |
| 4. | **MO/YR**  From  To | Start  End |  |
| List Your Job Duties and Responsibilities  Position/ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s Name and Contact Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

Please indicate by number which supervisors you do not want us to contact. \_\_\_\_\_\_\_\_

**ADDITIONAL REFERENCES**

**Please list any references you feel would be able to give information pertinent to this position. Please do not list former employers or relatives.**

|  |  |
| --- | --- |
| 1. **Reference Name** | Relationship |
| Complete Address | |
| Telephone | Years Known |
| 1. **Reference Name** | Relationship |
| Complete Address | |
| Telephone | Years Known |

|  |  |
| --- | --- |
| 1. **Reference Name** | Relationship |
| Complete Address | |
| Telephone | Years Known |

**The Vestavia Hills Library in the Forest is an Equal Opportunity Employer. As an Equal Opportunity Employer, decisions to hire and promote are made to qualified persons without regard to race, religion, age, sex, national origin, disability, or any other classification as prescribed by federal, state or local law. All statements made by applicants for employment will be carefully checked for accuracy. The use of this form does not in any way indicate that there are positions open and does not obligate the Library in any way.**

APPLICANT’S VERIFICATION, AUTHORIZATION, AND AGREEMENT

*Please read this statement before signing your application:*

The information I have provided in this application for employment to the Vestavia Hills Library in the Forest (employer) is true, correct and complete. I understand that false, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected, or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer (or its agent) to contact and obtain information about me from previous employers, educational institutions and references I have provided, and any other party necessary to verify the accuracy of information I have provided in this application, a related employment resume or a personal interview. I further authorize the employer to request a report concerning my background, references, character, past employment, education, motor vehicle records, and criminal or police records, including those made by both public and private organizations.

I waive, release, and discharge any claims or actions that I may otherwise have against the employer or any person, firm, or corporation that solicits, provides, or evaluates information in connection with my employment application.

I agree to participate in a drug screening test (at the employer’s expense) as a condition to my application for employment being considered and, if hired, to participate in random drug testing as may be requested or required by the employer during the course of my employment. I understand that a positive test result may adversely affect my eligibility for employment or continued employment.

If hired, I agree to abide by the policies, rules, and regulations of the Vestavia Hills Library in the Forest. I also understand that, if hired, any employment is subject to modification or termination at any time in the sole discretion of the employer.

**Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return application via email to April Moon at april.moon@vestavialibrary.org by May 2, 2022. Completed applications remain active and on file for thirty days after submission.**