Application for Employment

Knowledge At Your Finger Tips
Fontana Regional Library®

To be considered for employment with Fontana Regional Library, you must answer all questions and complete all sections of this application form.

Fontana Regional Library employs only US citizens or aliens who can provide proof of identity and work authorization within 3 working days of employment. Fontana Regional Library participates in the e-Verify program.

When completing this application:
- Complete the Equal Opportunity Information section.
- If you are claiming a RIF (Reduction in Force) preference, please check the appropriate box and provide dates you worked for FRL.
- If you are claiming a veteran's preference, please check the appropriate box. (You will need to provide a copy of your DD-214 at the time of hire.)
- Give complete information on your education and work history ("see resume" is not acceptable).
- List separately each job held and your duties for each position when you worked for the same employer in different positions.
- In your work history, highlight the competencies (knowledge, skills, and abilities) which demonstrate your qualifications for the position for which you are applying.
- Check for accuracy, sign, and date your application.

Thank you for your interest in Fontana Regional Library. Although not everyone who applies can be hired, your application will be given every consideration. This application is not intended to and does not create a contract or offer of employment. If hired, employment with Fontana Regional Library is on an at-will basis and may be terminated at the will of either party.

FRL is an equal opportunity employer and does not discriminate with regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, sexual orientation, or marital status. Applicants with disabilities will be given equal consideration with other applicants for positions. Requests for reasonable accommodations should be discussed during the interview process.

Equal Opportunity Information – The information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

Date of birth: _____   Gender: ☐ male   ☐ female   ☐ other

Ethnic group:
☐ White (non-Hispanic)
☐ Black (non-Hispanic)
☐ Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
☐ Asian (including Pacific Islander)
☐ Native American Indian (including Alaskan native)
☐ Other (please specify) _____
☐ Decline to state

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APPLICANT INFORMATION

Last Name	First	M.I.	Date

Mailing Address	Apartment /Unit #

City	State	ZIP

Primary Phone	Alternate Phone

E-mail Address

Position Applied for	Date you are available

Check types of work you will accept:	☐ Part-time	☐ Full-time

Check all counties in which you are willing to work	☐ Jackson County	☐ Macon County	☐ Swain County

Are you authorized to work in the U.S.?	YES ☐ NO ☐	
Do you wish to claim RIF preference?	YES ☐ NO ☐	If yes, date of RIF from FRL
Do you wish to claim veterans preference?	YES ☐ NO ☐	If yes, dates served - Branch:

EDUCATION

High School	Address

Did you graduate?   YES ☐   NO ☐   GED ☐

College	Address

Did you graduate? YES ☐ NO ☐	Major/Minor	Degree

Graduate / professional	Address

Did you graduate? YES ☐ NO ☐	Major/Minor	Degree

Vocational or other	Address

Did you graduate? YES ☐ NO ☐	Major/Minor	Degree

Do you have N.C. Public Librarian Certification?   YES ☐   NO ☐   Applied For ☐

List other licenses and certifications, giving date and source of issuance. (580 characters maximum)

Skills – Check the following skills, experiences, etc. which you have:

☐ Driver's License / State _____
☐ Foreign language, specify
☐ Sign language

☐ word processing (MS Word)
☐ keyboarding
☐ spreadsheets (MS Excel)

☐ Dewey Decimal System
☐ Cataloging / MARC
☐ Internet Searching

Have you ever been convicted of an offense against the law other than a minor traffic violation?   YES ☐   NO ☐
(A conviction does not mean you cannot be hired. The offense, including when it was, will be evaluated in relation to the job for which you are applying.)

If yes, click button to add explanation page below and explain all offenses fully. Add pages as needed.

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WORK HISTORY (Include volunteer experience. Use additional sheet if necessary.)	
Employer	Phone
Address	Supervisor
Job Title Starting Wage $ Ending Wage $	Annual ☐ Hourly ☐
From: To:	Number of people you supervised:
Major duties and responsibilities: (850 characters maximum)	
Reason for Leaving	
May we contact this previous employer for a reference? YES ☐ NO ☐	
Employer	Phone
Address	Supervisor
Job Title Starting Wage $ Ending Wage $	Annual ☐ Hourly ☐
From: To:	Number of people you supervised:
Major duties and responsibilities: (850 characters maximum)	
Reason for Leaving	
May we contact this previous employer for a reference? YES ☐ NO ☐	
Employer	Phone
Address	Supervisor
Job Title Starting Wage $ Ending Wage $	Annual ☐ Hourly ☐
From: To:	Number of people you supervised:
Major duties and responsibilities: (850 characters maximum)	
Reason for Leaving	
May we contact this previous employer for a reference? YES ☐ NO ☐	

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REFERENCES	
Please list three references.	

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

DISCLAIMER AND SIGNATURE
I certify that my answers are true and complete to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registrations and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I understand that false information or documentation may be grounds for rejection of my application. If this application leads to employment, I understand that false or misleading information or failure to disclose relevant information in my application or interview may result in my dismissal.

Signature	Date

Enter any information you would like us to know that may clarify any of the above entries: