



TWIN LAKES LIBRARY SYSTEM  
APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Evaluations of applications are based on individual merit. Information **MUST BE COMPLETE** so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin or disability. We will hire only authorized workers, regardless of national origin. This application must be typed or printed. **YOU MUST COMPLETE ONE APPLICATION FOR EACH POSITION FOR WHICH YOU APPLY. APPLICATIONS ARE ACCEPTED FOR CURRENTLY ADVERTISED POSITIONS ONLY.** You must sign and date your application in ink. Incomplete applications may be rejected. Resumes are not accepted in lieu of a completed application.

Date of Application \_\_\_\_\_

Position Applied For \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP

Telephone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Date available to begin work \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Are you at least 18 years old?  Yes  No  
 If no, can you furnish a work permit?  Yes  No

Have you (since the age of 18) ever been convicted of or pleaded guilty or no contest to a misdemeanor?  
 Yes  No

Have you (since the age of 18) ever been convicted of or pleaded guilty or no contest to a felony?  
 Yes  No

If Yes, describe circumstances \_\_\_\_\_

Are you legally eligible to work in the U.S.?  Yes  No

(If offered employment, you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.)

Will you accept: (Select all that apply)  Full-time work  Part-time work  Temporary work

## EDUCATION

**Note: If offered employment, you will be required to provide proof of educational background.**

Do you have a High School Diploma or GED?  Yes  No

Do you have a Library degree?  Yes  No

### COLLEGES/UNIVERSITIES

Name of School	City/State	Hours Earned	Major	Degree Completed

Describe special vocational, business or other courses you have taken which relate to the job for which you are applying:

Summarize special skills, training, qualifications, and certifications, which relate to the job for which you are applying:

List professional, trade, business or civic activities and offices held:  
(You may exclude those which indicate race, color, religion, sex or national origin.)

## EMPLOYMENT HISTORY

Describe your employment history beginning with your current or most recent job. You should include military, volunteer experience, and periods of unemployment. Failure to give complete information regarding each job held may result in your disqualification. Phone numbers for all employers are necessary. **A RESUME MAY BE ATTACHED ONLY AS ADDITIONAL INFORMATION AND WILL NOT BE ACCEPTED IN LIEU OF COMPLETING THIS SECTION.** If you do not have an employment history, list three (3) references who can speak to your professional experience and/or qualifications for the job for which you are applying. **DO NOT LIST RELATIVES.** If you need additional space, please continue on a separate sheet of paper.

Name of Organization/Company	Telephone	Dates Employed From (mm/yy)                      To (mm/yy)	
Address		Name of Supervisor	
Official Job Title	Starting Salary / Wage	Ending Salary / Wage	
Describe Specific Job Duties:			
Describe Specific Reason for Leaving:			

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Official Job Title	Starting Salary / Wage	Ending Salary / Wage	
Describe Specific Job Duties:			
Describe Specific Reason for Leaving:			

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I expressly authorize, without reservation, the System, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the System, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current only for the specific time and position that it is submitted. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the System reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the System is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by System administration.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I also understand that I will be required to undergo a background check.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

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

**Email** completed applications (and resumes) to: [jobs@tlsga.org](mailto:jobs@tlsga.org)

**OR**

**Mail** completed application to:

Twin Lakes Library System  
151 South Jefferson Street  
Milledgeville, GA 31061-3419

Resumes, letters of reference, etc. submitted with the Application become property of the Twin Lakes Library System and cannot be returned. The information you have provided on the application is subject to public disclosure under the Georgia Open Records Act. Retention of documents submitted will follow the System's Retention and Disposal of Records Policy and/or federal and state law.