

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

Address

City

State

Zip

Daytime Telephone

Evening Telephone

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

Did you graduate from High School or pass the High School Equivalency Test (GED)?

Yes
No

Date

Place

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)		
<hr/>				
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 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)
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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.

THIS SECTION MUST BE COMPLETED FOR APPLICATION TO BE CONSIDERED:

If hired, when could you begin work?

What days and hours would you be available?

Specify what branch or branches of Northeast Regional Library System you would be available for:

