

Name \_\_\_\_\_

# Employment Application

**Dixie Regional Library System** • 111 North Main Street • Pontotoc, Mississippi 38863

[www.dixie.lib.ms.us](http://www.dixie.lib.ms.us)

Branch Libraries in: Bruce • Calhoun City • Houlka • Houston • Okolona • Pontotoc • Sherman • Vardaman

The Dixie Regional Library System is an Equal Employment Opportunity Employer and does not discriminate due to race, color, religion, age, sex, or national origin.

## ANSWER ALL QUESTIONS IN INK – PLEASE PRINT

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

Name: \_\_\_\_\_

Last

First

Middle

Mailing Address: \_\_\_\_\_

Street

City

State

Zip Code

Physical Address: (if different) \_\_\_\_\_

Street

City

State

Zip Code

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Best time to contact you is: \_\_\_\_\_ AM / PM

Position(s), Type of work applied for: \_\_\_\_\_

How did you find out about this opening? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Nights  Weekends

Have you ever been employed with Dixie Regional Library System?  Yes  No

If yes, give date: \_\_\_\_\_

Have you previously worked for an entity of the state of Mississippi? If so, are you retired with PERS?  Yes  No

Are you currently employed?  Yes  No

Name/Relationship of Friends/Relatives Employed here \_\_\_\_\_

Date available for work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ What is your desired salary range? \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Driver's License Number \_\_\_\_\_ Issuing State \_\_\_\_\_ Date Expires \_\_\_\_\_

In case of accident or emergency, please notify:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Employment History

Start with most recent.		
Employer:	Employed From:	To:
Address:		Supervisor:
Phone:	Hours worked/week:	Starting Salary:
Position:		Last Salary:
Primary Duties:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Phone:
Reason for Leaving:		
Employer:	Employed From:	To:
Address:		Supervisor:
Phone:	Hours worked/week:	Starting Salary:
Position:		Last Salary:
Primary Duties:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Phone:
Reason for Leaving:		

## Professional References (Do not include family or friends.)

	Name and Occupation	Address	Phone Number
1.			
2.			
3.			

## Education

Level	Name of School	No. Years Completed	Did You Graduate?	Type of Degree
High School/ GED			Yes	
			No	
Undergraduate College or University			Yes	
			No	
Graduate/ Professional			Yes	
			No	
Other			Yes	
			No	

Do you have any specialized certifications? \_\_\_\_\_

## Professional Memberships

List all current professional organization memberships below: \_\_\_\_\_

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Answer the questions below. Questions with an “MQ” are Minimum Qualifications for this job. **Every** question with an “MQ” must be answered “YES”. If you cannot answer “YES” to every question with an “MQ”, you do not qualify for this position. The remaining questions are desirable, but not required, qualifications. It should be noted that those applicants answering “YES” may be considered better qualified for the job. If you answer “YES” to any question followed by blanks, please give examples of your experience.

**MQ** Have you had experience using a computer?

Yes  No

Would you rate your computer skills as  FAIR  GOOD  EXCELLENT

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**MQ** Have you had experience using word processing programs?

Yes  No

Would you rate your word processing skills as  FAIR  GOOD  EXCELLENT

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**MQ** Have you had experience using spreadsheet programs?

Yes  No

Would you rate your skills in this area as  FAIR  GOOD  EXCELLENT

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**MQ** Have you had experience using the Internet, email and social media?

Yes  No If yes, which program(s)?

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Would you rate your skills in this area as  FAIR  GOOD  EXCELLENT

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Have you had experience planning activities for adults and/or children or working with groups?  Yes  No

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Do you visit the library  Every week  Every month  Several times a year

What are your reading interests, special skills, talents, etc.?

Name at least 3 books or 3 magazines you have read in the past year?

Do you have any personal obligations which may interfere with your ability to perform the job?

What do you believe to be your personal strengths and how will they relate to this position?

What do you believe to be your personal weaknesses and how might they affect your performance?

**I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations/policies and procedures of the library system.**

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Signature of Applicant

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Date