

DO NOT WRITE IN THIS AREA: FOR OFFICE USE ONLY

NAME: _____

(LAST)

(FIRST)

(M.i.)

Shreve Memorial Library

**424 Texas Street
Shreveport, Louisiana 71101**

Employment Application

SHREVE MEMORIAL LIBRARY

Post Office Box 21523
Shreveport, LA 71120-1523
(318) 226-5871
(318) 226-4780 (Fax)

Equal Opportunity Employer

We do not discriminate on the basis of race, religion, color, sex, age, national origin or non-job related disability.

Instructions for completing this employment application form:

1. PLEASE READ ALL OF THESE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION FORM. Your signature (and the date) on this sheet will indicate that you have read and understand these instructions.
2. Please fill out entire application. INCOMPLETE APPLICATIONS WILL BE DISCARDED. If any question does not apply to you, please write "N/A" (indicates this question is "not applicable.") Résumés may be included with your application; however résumés are not accepted as a substitute for filling out *any* part of this application.
3. Applications will be accepted FOR SPECIFIC VACANCIES ONLY. If no vacancy is specified, application will be discarded. Applications are valid for 60 days from receipt.
4. Please sign and date the application form (on the last page as well as below) after you have completed all pages.
5. If you have questions, or do not understand any part of this application, please ask for assistance.

Signature: _____

Date: _____

SHREVE MEMORIAL LIBRARY APPLICATION FOR EMPLOYMENT

PERSONAL AND GENERAL HISTORY

Please type or fill out in ink

1. Mr./Mrs./Ms. _____
First Middle Initial Last
2. Telephone Nos.: _____
3. Present Address: _____
Street Apt # City State Zip Code
4. How long have you lived at this address? _____ years, _____ months.
5. If under age 18, check here: _____ (Information for Louisiana Department of Labor - [Minor Division])
6. Are you a citizen of the United States? _____ If not, are you a legal alien with authorization to work in this country? _____
7. Have you ever been known by any other name(s) which Shreve Memorial Library will require to verify any of the information contained in this application? Yes _____ No _____
If yes, please give name(s) and identify the related school, employer, etc. _____

8. Have you ever been convicted of, or pled guilty or "no contest" to, an offense other than a minor traffic violation?
Yes _____ No _____
If yes, please give date, place, and nature of each conviction: _____

9. Have you applied for work at our library before? _____ If so, when? _____

10. Does Shreve Memorial Library employ any of your relatives? Yes _____ No _____
If yes, please state name(s) of employees: _____
Relationship to you: _____
What branch or department does this relative work for? _____

11. Were you referred to Shreve Memorial Library? Yes _____ No _____ If yes, how were you referred?
_____ State Employment Office _____ City Personnel Office _____ Other
_____ Want Ad _____ Library Employee _____
(Specify)
12. What position vacancy are you applying for? Please specify job vacancy number and branch/department:

EMPLOYMENT HISTORY

LIST ALL EMPLOYERS , BEGINNING WITH THE MOST RECENT.

Resumés will not be accepted as a substitute for filling out any portion of this application. (Attach Additional Sheet if Necessary)

Place of Employment, Address & Telephone Number	From Mo/Yr	To Mo/Yr	Job Title & Job Duties	Starting Salary	Ending Salary	Reason for Leaving	Name of Supervisor
_____ _____ _____ _____ Full-time () Yes () No							
_____ _____ _____ _____ Full-time () Yes () No							
_____ _____ _____ _____ Full-time () Yes () No							
_____ _____ _____ _____ Full-time () Yes () No							
_____ _____ _____ _____ Full-time () Yes () No							
_____ _____ _____ _____ Full-time () Yes () No							
_____ _____ _____ _____ Full-time () Yes () No							

If currently employed, may we contact your current employer for a reference? Yes _____ No _____

Have you ever worked in a supervisory position? Yes _____ No _____ If yes, describe your duties and responsibilities: _____

IF YOU HAVE WORKED IN A LIBRARY BEFORE, was your previous library work:
(Check One)

Regular Hire _____

Government-funded _____

College Work Study _____

Volunteer _____

Other (explain) _____

Regarding your previous library work:

What kind of tasks did you perform? _____

Which department did you work in? _____

How many hours did you regularly work per week? _____

How long did you work there? _____

Typing Ability: _____ WPM

Computer Software Programs Proficiency: _____

Are there any experiences, skills or qualifications which you believe would especially suit you for work with our organization?

List all equipment (office and/or trade) that you operate proficiently: _____

MILITARY RECORD

Have you ever served in the United States Armed Forces? Yes _____ No _____

If yes, what branch? _____

Dates of active service: From ____/____/____ To ____/____/____

Rank at discharge _____

What type of training or education did you receive in the military? _____

EDUCATION

Name and Address of School	Course of Study	Circle Last Year Completed	Did you Graduate?	List Diploma, Degree or Certificate Received
High School _____ _____ _____		1 2 3 4	Yes _____ No _____	
College or University _____ _____ _____		Total college hours completed _____	Yes _____ No _____	
College or University _____ _____ _____		Total college hours completed _____	Yes _____ No _____	
Other (e.g. Trade School) _____ _____ _____		Length of Course or Program _____	Yes _____ No _____	

List all current licenses and/or areas of certification (if not indicated above) _____

Have you received an ***ALA-accredited*** Master's Degree in Library and/or Information Science? ___ Yes ___ No
 If no, have you taken any courses in Library Science or Information Science for which you earned college credit hours?
 Yes ___ No ___ If yes, indicate number of college hours earned: _____

REFERENCES

Give the name, address, and telephone number of three persons (other than relatives or past employers) who have knowledge of your character, experience, or ability.

Name	Address (City, State & Zip Code)	Phone Number	Years Known
	_____ _____ _____		
	_____ _____ _____		
	_____ _____ _____		

DRIVING RECORD

If you have applied for a position with Shreve Memorial Library which may require you to operate a Library vehicle, please complete the information below:

Position applying for _____

Driver's license number _____ Issuing State _____

Expiration Date _____ Class _____

Have you received any moving violations within the past 12 months? Yes _____ No _____

If yes, specify date, charge and disposition: _____

Have you received any DWI or DUI violations within the past 5 years? Yes _____ No _____

If yes, specify date, charge and disposition: _____

Has your driver's license ever been suspended or revoked? Yes _____ No _____ If yes, specify conditions that led to suspension or revocation (with dates) and current status: _____

I authorize Shreve Memorial Library to investigate my driving record.

Signature of Applicant _____

Date _____

POLICIES OF SHREVE MEMORIAL LIBRARY

Employment-At-Will

Under Louisiana's common law *employment-at-will* doctrine, employers (including the Library) generally have "the right to terminate *at-will* workers...at any time for any reason, absent any specific statutory prohibitions." The Library provides no "implied employment" contract; there is no implied "duration" of employment.

Library employees are NOT "civil service" employees.

Substance Abuse Screening Program

The Library complies with the City of Shreveport's *Substance Abuse Screening Program*, outlined in the **City's Administrative Procedure # 2-10** (effective March 1, 1991). That policy was "written along Supreme Court guidelines" according to an assistant City Attorney quoted in the Times (Feb. 4, 1991). ALL prospective employees, upon receiving a *conditional* "offer of hire," must undergo substance abuse screening (i.e., "drug testing").

Criminal Background Check

ALL prospective employees, upon receiving a *conditional* "offer of hire", must also undergo a criminal background investigation.

No Smoking

All outlets of Shreve Memorial Library shall have NO smoking in public service areas, work areas (including offices and vehicles), staff lounges, rest rooms, elevators, hallways, foyers, storage spaces, etc. This policy is established upon the recommendations of various federal and state health studies; it conforms to the applicable portions of the following:

Louisiana Office Indoor Clean Air Law. Revised Statutes 40:1300.24 (1992)

Act 571 (S.B. 767) 1993 (amending above)

Act 1106 (S.B. 164) 1992 (amending above)

Caddo Parish Ordinance No. 2558 of 1988

City of Shreveport Ordinance No. 199 of 1988

Ordinance No. 125 of 1993

City of Shreveport Administrative Procedure No. 1-20 (effective 3-31-89)

Other policies of the Library are located in the Shreve Memorial Library Personnel Policy Manual and will be furnished each new employee at the time of processing.

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this application form is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by Shreve Memorial Library.

I understand and agree that all information furnished in this application may be verified by Shreve Memorial Library. I also understand that any employment is subject to a satisfactory check of references. I hereby authorize all individuals and organizations named or referred to in this application to give Shreve Memorial Library all information relative to my employment, education, work habits, and character and hereby release such individuals, organizations, and Shreve Memorial Library from any liability for any claim or damage which may result.

Signature of Applicant_____ Date_____

REASONABLE ACCOMMODATION POLICY

Shreve Memorial Library is required under the Americans with Disabilities Act (ADA) to provide “reasonable accommodations” to known physical or mental limitations of a qualified applicant or employee to ensure equal opportunity in the application process; and to enable an employee with a disability to enjoy equal benefits and privileges of employment. Shreve Memorial Library will adhere to this law and all other federal, state, and local guidelines regarding the provisions of reasonable accommodations. Accommodations shall be provided in a timely and cost effective manner.