

Faulkner County Library
1900 Tyler Street
Conway, AR 72032
501-327-7482
www.fcl.org
Application for Employment

Name
Street Address
City, State, Zip
Phone (home)
Phone (cell)
E-mail
Can you provide proof of U.S. citizenship or work eligibility? _____ Yes _____ No
Are you over the age of 18? _____ Yes _____ No
Position applying for
How did you learn about this position?
Education
High School
Year Graduated (or dates attended)
College/University
Year Graduated (or dates attended)
Degree/Major
College/University
Year Graduated (or dates attended)
Degree/Major
Trade or Technical Training
Dates Attended
Certificates/Diplomas

Note: Résumé may be attached.

Employment History (Begin with most recent employment. Attach extra sheet if necessary.)

Dates of Employment
Employer
Address
City, State, Zip
Title/Duties
Supervisor
Supervisor's phone/e-mail
Why did you leave?
Dates of Employment
Employer
Address
City, State, Zip
Title/Duties
Supervisor
Supervisor's phone/e-mail
Why did you leave?
Dates of Employment
Employer
Address
City, State, Zip
Title/Duties
Supervisor
Supervisor's phone/e-mail
Why did you leave?
Dates of Employment
Employer
Address
City, State, Zip
Title/Duties
Supervisor
Supervisor's phone/e-mail
Why did you leave?

Military History (optional)

Branch of Service, Rank Achieved
Dates of Service
Duties/Special Training

Professional References

Please list three individuals who have worked with you (not personal references such as friends or family members) and are familiar with the quality of your work.

Reference Name	
Phone	E-mail
Title	
Company	
Address	
City, State, Zip	
Reference Name	
Phone	
Title	
Company	
Address	
City, State, Zip	
Reference Name	
Phone	
Title	
Company	
Address	
City, State, Zip	

Employment Availability

If offered this position, how soon would you be able to begin work?
Are you able to work nights and weekends? _____ Yes _____ No
Have you ever been employed by Faulkner County?
May we contact your current employer for a reference? _____ Yes _____ No
What computer skills do you have?

REQUIRED: Your application will not be considered without this page.

In the space below, please explain briefly why you want to work at the Faulkner County Library. What skills or abilities do you have that would make you a valuable employee?

Criminal Background Check

Because library positions involve working with the public, including children and teens, a criminal background check may be conducted upon offer of employment. Do you consent to a background check?

_____ Yes _____ No

PLEASE READ CAREFULLY BEFORE SIGNING

I declare my answers to the questions on this application are true, and I give the library the right to investigate all references and secure additional information as necessary. I hereby release all persons, companies, or corporations furnishing such information from liability or responsibility for information obtained. I understand that falsification of information on this application constitutes reason for termination of my employment.

I agree that if I am employed by the library, during and after such employment, I will not disclose or otherwise use any proprietary or confidential information that comes into my possession during the course of such employment, with respect to patrons or otherwise.

I understand that if employed, I will be employed "AT WILL," in accordance with Arkansas law. Either the library or I may end the relationship at any time, for any reason. No representative of the library has the authority to vary this arrangement. I also agree that nothing in the library's policies, rules, regulations, or handbook changes this relationship.

Applicant Signature

Date