

# Forsyth County Public Library Application for Employment

Print and submit completed application to:  
Human Resources  
Forsyth County Public Library  
585 Dahlonega Street  
Cumming, GA 30040

Forsyth County Public Library (FCPL) accepts applications for currently posted openings only. Each application must be submitted as instructed on the job posting, and must be received by the deadline listed on the posting. Job postings can be found at [www.forsythpl.jobs](http://www.forsythpl.jobs) or in any library branch.

Applications must be typed or printed legibly in ink, and must include detailed information regarding education, work experience, and other requested information. Each application must be signed and dated by the applicant, attesting to the truth of statements contained on the form. Applications must be submitted in the original format. Unsigned or modified applications will be disqualified, and incomplete applications may be rejected. A resume will not be accepted in lieu of a completed application. To apply for more than one position, the applicant must submit a separate application for each position.

FCPL is an Equal Opportunity Employer and does not discriminate on the basis of race; color; religion; sex; national origin; age; disability; genetic information; uniformed service status; pregnancy, childbirth or related medical conditions; or any other legally protected category. Regardless of national origin, only authorized workers will be hired, and applicants who are offered employment will be required to provide documentation to verify employment eligibility. **All offers of employment are contingent upon successfully passing the appropriate background checks (including past employment, references, and criminal history), drug testing, and any applicable physical examination.**

**Personal Information**

Title of Position Applied For: \_\_\_\_\_ Job Posting # \_\_\_\_\_  
*(Applications are accepted for currently posted positions only)*

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
*Last First Middle*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Telephone: Primary: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Secondary: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

May we communicate with you by email?  No  Yes\* Email: \_\_\_\_\_  
*\*If yes, please monitor your emails to ensure you receive any communications from FCPL.*

Are you at least 18 years old?  No\*  Yes  
*\*Labor laws require that applicants be at least age 16 to work evening hours, and have an Employment Certificate or "Work Permit" if under age 18.*

Are you legally eligible to work in the U.S.?  No  Yes  
*(If offered employment, applicants are 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.)*

Have you ever been employed by FCPL?  No  Yes Dates: \_\_\_\_\_

Have you ever submitted an Employment Application to FCPL?  No  Yes Dates: \_\_\_\_\_

Have you ever volunteered for FCPL?  No  Yes Dates: \_\_\_\_\_

Have you ever submitted a Volunteer Application to FCPL?  No  Yes Dates: \_\_\_\_\_

Are you related to a current FCPL employee, FCPL Board of Trustees member, or Forsyth County Commissioner?  No  Yes\*  
*(Under certain circumstances a relative may not be hired – contact Human Resources Office for more information.)*  
*\*If yes, list name(s): \_\_\_\_\_*

How did you hear of this opening?  FCPL Website  Newspaper \_\_\_\_\_  
 GPLS (Georgia Public Library Service)  FCPL Job Alert  Other \_\_\_\_\_

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Library Branch Location</b> – Use the checkboxes to indicate your location preferences (i.e., 1 = 1 <sup>st</sup> choice, 2 = 2 <sup>nd</sup> choice, 3 = 3 <sup>rd</sup> choice, 4 = 4 <sup>th</sup> choice, etc.).					
<b>Cumming Library</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hampton Park Library</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Post Road Library</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sharon Forks Library</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administrative Offices</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Note: Please be aware that work location is subject to change at any time during employment, at FCPL's discretion.*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	<b>Employment Desired:</b>
<b>Morning</b>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> F/T (40-hrs.)
<b>Afternoon</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> P/T (20-30 hrs.)
<b>Evening</b>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/> P/T (15-17 hrs.)

Add any comments about your availability and your schedule preferences:  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Current and Previous Work Experience**

Provide a **complete** record of your work history, beginning with your most recent employer. Account for all periods (including periods of unemployment, temporary work, military service, volunteer work, and internships) and explain any gaps. Applicants with extensive job histories may omit positions held more than 15 years ago. Attach additional pages if necessary. Failure to give complete, accurate information regarding each job may result in disqualification. **A resume will not be accepted in lieu of completing this section, and may be attached only as additional information.**

Employer Name:		Telephone:	Dates Employed: From / To:	
Street Address, City, State, Zip:		Supervisor Name & Title:		
Official Job Title(s) Held:		<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Starting Pay:	Ending Pay:
		# Hrs/Wk: _____		
Job Duties:				
Reason For Leaving:				

Employer Name:		Telephone:	Dates Employed: From / To:	
Street Address, City, State, Zip:		Supervisor Name & Title:		
Official Job Title(s) Held:		<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Starting Pay:	Ending Pay:
		# Hrs/Wk: _____		
Job Duties:				
Reason For Leaving:				

Employer Name:		Telephone:	Dates Employed: From / To:	
Street Address, City, State, Zip:		Supervisor Name & Title:		
Official Job Title(s) Held:		<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Starting Pay:	Ending Pay:
		# Hrs/Wk: _____		
Job Duties:				
Reason For Leaving:				

Employer Name:		Telephone:	Dates Employed: From / To:	
Street Address, City, State, Zip:		Supervisor Name & Title:		
Official Job Title(s) Held:		<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Starting Pay:	Ending Pay:
		# Hrs/Wk: _____		
Job Duties:				
Reason For Leaving:				

*(Attach additional pages if necessary)*

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**Education, Training, and Skills**

- Please Note:**
- Applicants must be able to pass library skills testing.
  - If offered employment, applicants will be required to provide proof of education.

Do you have a High School Diploma or GED?  No *Highest grade completed:* \_\_\_\_\_  
 Yes *School Name and Location:* \_\_\_\_\_

Provide details regarding each school attended (including any degree programs not completed):

	School Name & City/State	Diploma, Degree, Certificate, or Total Credit Hours Completed	Major / Minor	Completed?
Undergraduate				
Graduate				
Other				

Indicate any professional certifications or licenses that you currently possess:

- Licensing by the Georgia State Board for the Certification of Librarians (expires: \_\_\_\_\_)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Describe any skills, training, and qualifications which relate to the job for which you are applying:

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

List any professional, business, trade, or civic organizations, memberships, activities, or offices held: *(You may exclude those that indicate race, color, religion, sex, national origin, age, disability, genetic information, uniformed service status, or any other legally protected category.)*

List any foreign languages you can speak, read, and/or write proficiently *(including your level of proficiency):*

Describe your short-term and long-term goals:

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

### References

Provide at least three references who can speak knowledgably about your **work-related** skills and abilities. (Do not include relatives.)

Name	Relationship	Email Address	Daytime Telephone

Please add any additional information that you think would be helpful to us in considering you for this position:

\_\_\_\_\_

\_\_\_\_\_

### APPLICANT ACKNOWLEDGMENT

#### CERTIFICATION

I certify that the statements made in this application for employment (and in any materials submitted with this application) are true and correct and have been given voluntarily. I am aware that falsification of this application (including untruths or misrepresentations) or omission of complete information will result in disqualification or, upon discovery, termination of employment. I understand that the information provided on this application is subject to public disclosure under the Georgia Open Records Act and this information may be disclosed to any party with legal and proper interest, and I release Forsyth County Public Library (FCPL) from any liability for supplying such information.

I authorize FCPL to make any investigation of my prior work, volunteer, and educational history. I understand that, in addition to completing this application, if contacted, I must undergo a screening process, which includes a background check and drug screening, and that any offer of employment is contingent upon successfully passing the appropriate background checks (including past employment, references, and criminal history), drug testing, and any applicable physical examination.

I understand that FCPL is an "at will" employer and, as such, employment with FCPL is not for any definite period of time and may be terminated at the option of either me or FCPL, with or without cause, and with or without prior notice. I understand that, if I am selected for employment, a Personnel Policy Manual will be provided to me and it is my responsibility to read and comply with the policies contained in the Manual as well as any revisions made to it.

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

#### AUTHORIZATION TO RELEASE INFORMATION TO FCPL

I have made application for employment with the Forsyth County Public Library. I authorize my employers, former employers, and references to give any information relevant to this application for employment. I hereby release them from any damage whatsoever for issuing same.

May we contact your current employer?  No  Yes Comments: \_\_\_\_\_

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

**Submit original, signed FCPL Employment Application (with cover letter and resume\*) to:**

**Human Resources, Forsyth County Public Library, 585 Dahlonega Street, Cumming, GA 30040**

Applications may also be (a) dropped off at any branch location, (b) faxed to HR at 770-781-8089, or (c) scanned and emailed to [FCPLjobs@forsythpl.org](mailto:FCPLjobs@forsythpl.org). To protect your confidentiality, please place application materials in a sealed envelope.

Applications are accepted for currently posted positions only, and must be submitted by the deadline listed on the job posting. Applications postmarked by the deadline will be accepted if received within one week of the deadline.

Information provided on this Application is subject to disclosure under the Georgia Open Records Act. Resumes, letters of reference, and other materials submitted with the Application become the property of the Forsyth County Public Library and cannot be returned.

\*Resume not required for Collection Support Aide (CSA) position.