



NICHOLAS P. SIMS LIBRARY EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

515 W. Main Street, Waxahachie, TX 75165
972-937-2671- www.simslib.org

Thank you for applying for employment with the Nicholas P. Sims Library. A separate and complete application form is required for each position desired; additional documentation may be required depending on the position. Nicholas P. Sims Library reserves the right to reject incomplete applications.

Applications will be accepted at the above address for open positions only. Unsolicited, late, faxed or emailed applications will not be accepted.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Are you under age 18? YES NO If yes, please list your date of birth: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applying for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you willing to work: Full Time YES NO Days YES NO Weekends YES NO
Part Time YES NO Evenings YES NO

Have you ever worked for Sims Library? YES NO If yes, when? _____

List any relatives or members of your immediate household working for Sims Library:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

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Undergraduate: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Graduate: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Experience

Please list experience you have with computers, software packages, specialty software, and computer training.

How has your training and experience prepared you for this job?

Employment History

This section must be completed in full. A résumé alone is not sufficient. Begin with your present or last position and work backward. You may include volunteer as well as paid experience.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

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Number of employees supervised:: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

May we contact your previous supervisor? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

Number of employees supervised:: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

May we contact your previous supervisor? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

Number of employees supervised:: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

May we contact your previous supervisor? YES NO

How Did You Learn About This Position?

- Sims Library website
- Other Internet site
- Other
- Agency referral
- Employee referral
- Name of Source: _____

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Applicant's Statement

Within the last ten years, have you been convicted of a crime, pled guilty, or been released from prison? YES NO

If yes, please provide dates and details (a conviction may be relevant if job related, but does not bar you from employment):

The Library will require a Criminal Background Check for the successful applicant. Do you consent to this report? YES NO

Before signing, please check this application carefully for completeness and for agreement to the conditions described below.

1. I certify that the information given by me to the Nicholas P. Sims Library is true and complete to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate dismissal.
2. I understand that if I am selected for a position with the Nicholas P. Sims Library, I may be required to submit to a physical examination, and that my employment or continued employment will be conditioned on passing the exam.
3. I understand that the Nicholas P. Sims Library is committed to a program of Equal Opportunity in all its personnel practices and in the provision of its services. If employed, I agree to support the organization's efforts in ensuring Equal Opportunity for all patrons and employees regardless of race, color, religion, gender, sexual orientation, age, disability, marital status, citizenship or any other characteristic protected by law.
4. If I am a qualified person with a disability and need any accommodation to assist me in the application, testing, or interview process, I may request such accommodation. I understand that I must inform Nicholas P. Sims Library of my need for accommodation within a reasonable time before that part of the selection process during which I will need accommodation. I will supply documentation supporting the need if so requested.
5. I authorized Nicholas P. Sims Library to solicit information regarding my education and previous employment, and to contact any and all references and former employers I have listed on my application. I hereby release all parties and persons connected with any such information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release Nicholas P. Sims Library from liability for future references it may provide regarding my work history with the Nicholas P. Sims Library.

I certify that my responses to the questions on this application are true and agree to the statements above.

Signature: _____ Date: _____

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Equal Employment Opportunity Information

This information is **voluntary** and will in no way affect the outcome of your application.

The Nicholas P. Sims Library is an Equal Opportunity Employer. We are required by State and Federal law to maintain certain statistical information on our job applicants and employees. *This form will be detached from your application, will be kept separate and confidential, and will not be used for purposes of screening or selecting applicants for employment.*

We appreciate your cooperation in completing this questionnaire.

Name: _____ Sex: Female Male Date of Birth: _____ / _____ / _____
MM DD YYYY

Position applying for: _____

Ethnic origin (please select one of the following):

- Hispanic / Latino** (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)
- White** (having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- Black / African American** (having origins in any of the black racial groups of Africa)
- Native Hawaiian / Other Pacific Islander** (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- Asian** (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- American Indians / Alaska Native** (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)
- Two or More Races** (all persons who identify with more than one of the above)

Veteran Status:

- Not a veteran
- Disabled veteran
- Any other veteran

Disability Status

- Disabled
- Non-disabled