

# APPLICATION FOR EMPLOYMENT

Rapides Parish Library  
411 Washington Street, Alexandria, Louisiana 71301  
Phone (318)445-6436 Fax (318)445-1721  
[www.rpl.org](http://www.rpl.org)



Date of application: \_\_\_\_\_

## **PLEASE PRINT LEGIBLY. FILL OUT APPLICATION COMPLETELY.**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street

City/State

Zip code

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Best time to call you at home? \_\_\_\_\_ May we call you at work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Type of employment you desire? \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute

Job Position Applying For: \_\_\_\_\_ (If applying for Substitute Clerk, complete Page 5)

Referral Source: \_\_\_\_\_

Salary Requirements? \_\_\_\_\_ per hour/month Date available for work \_\_\_\_\_

Is there any day or time you cannot work? \_\_\_\_\_

Have you submitted an application at RPL before? \_\_\_\_\_ Within the last year? \_\_\_\_\_

Within 5 years? \_\_\_\_\_

Have you been employed here before? \_\_\_\_\_

Approximate dates of RPL employment: \_\_\_\_\_

Are you related to anyone employed at Rapides Parish Library? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, state your relative's name: \_\_\_\_\_

Have you been convicted of a crime within the past seven (7) years?

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness and nature of violation, rehabilitation and position applied for will be taken into account. Yes \_\_\_\_\_ No \_\_\_\_\_ If "yes", please explain.

\_\_\_\_\_  
\_\_\_\_\_

## An Equal Opportunity Employer

**EMPLOYMENT HISTORY** Include a complete job history, starting with your most recent employer.  
\*\*\*\*\*For additional employment information, please attach additional pages to application.\*\*\*\*\*

Employer _____	Dates of Employment _____	to _____
Address _____	City & State _____	
Starting Job Title & Pay rate (Hour or Salary) _____	/ _____	
Final Job Title & Pay rate (Hour or Salary) _____	/ _____	
Immediate Supervisor and Title _____	Phone (_____) _____	
Why did you leave? _____		
Summarize your work and responsibilities including any supervisory experience: _____ _____		
What did you like best about the job? _____		
What did you like the least? _____		
<b>May we contact your current employer upon a conditional offer of employment?</b> _____ Yes _____ No		

Employer _____	Dates of Employment _____	to _____
Address _____	City & State _____	
Starting Job Title & Pay rate (Hour or Salary) _____	/ _____	
Final Job Title & Pay rate (Hour or Salary) _____	/ _____	
Immediate Supervisor and Title _____	Phone (_____) _____	
Why did you leave? _____		
Summarize your work and responsibilities including any supervisory experience: _____ _____		
What did you like best about the job? _____		
What did you like the least? _____		
<b>May we contact your current employer upon a conditional offer of employment?</b> _____ Yes _____ No		

## EDUCATION

School	Name & Address of School (City/State)	Major or Course of Study	Degree, Diploma or Certificate Obtained	Hours or Credits Earned
High School				
College(s)				
Technical/Vocational				
Other				

Please list any other names under which educational records may be listed: \_\_\_\_\_

## SKILLS AND QUALIFICATIONS

Summarize any special training skills and/or certificates that may assist you in the position for which you are applying. (Attach additional sheet if needed)

**Computer Skills** – Include software titles and years of experience.

Word Processing \_\_\_\_\_ Years \_\_\_\_\_ Other \_\_\_\_\_ Years \_\_\_\_\_

Spreadsheet \_\_\_\_\_ Years \_\_\_\_\_ Other \_\_\_\_\_ Years \_\_\_\_\_

## ORGANIZATIONS/CLUBS

To what job-related organizations (professional, trade, etc.) do you belong? (Please exclude any memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.)

Organization

Offices Held

## BUSINESS REFERENCES

List name and telephone number of three **business/work** references that are not related to you.

Volunteer work references may be included.

NAME

Title

Relationship

Telephone

Yrs Known

## APPLICANT SUMMARY

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking gathering and using truthful and non-defamatory information, in lawful manner, in the employment process and all other persona, corporations or organizations for furnishing such information about me. I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. I understand that this application will be kept on file until the end of the current year. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment, for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that there is no implied oral or written contract for employment with the Rapides Parish Library.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete a Form I – 9.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employers' service, whenever it is discovered.

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### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

\_\_\_\_\_ I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_ I understand that testing is required for a completed application. (**\*See paragraph below**)

\_\_\_\_\_ I have answered every question and have included a complete job history.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*The Library requires **two items** for a complete application:

- (1) a Rapides Parish Library application and
- (2) testing at Rapides Career Solution Center.

It is not necessary to schedule a time for testing. Job Service personnel will answer any questions you have regarding the time and materials for testing, and will forward the results directly to us.

Rapides Job Center  
5610-B Coliseum Boulevard  
Alexandria, LA 71301  
(318) 767-6030  
Hours:  
Mon, Wed, Fri : 8:00 am–5:00 pm  
Tuesday: 8:00 am – 7:00 pm  
Thursday: 8:00 am – 2:30 pm

## SUBSTITUTION CLERK APPLICATION

**Please read and complete required information ONLY if you are interested in applying for the position of : Substitution Clerk**

**Applicant Name** \_\_\_\_\_

**To be considered, you must choose at least five (5) locations, plus the Bookmobile.**

Substitute workers fill in for regular employees. Hours may be four or eight per day depending on location. You must be able to work weekdays, weekends, evenings (until 7 PM) and before and after holidays.

Assignments may be scheduled in advance, or on the day of the vacancy. It is vital that Substitute Clerks be easy to contact by telephone, answering machine or email. An email address is required.

Rapides Parish Library has ten locations in the parish as well as a Bookmobile. Substitutes are needed in all areas and locations. You will be given written directions to all branches, the manager's name and the time needed to travel to each library.

**From the following list, please check all branches/service you are willing and able to work (at least five):**

\_\_\_\_\_ Main Library  
411 Washington Street  
Alexandria, LA

\_\_\_\_\_ Westside Regional Library  
5416 Provine Place  
Alexandria, LA

\_\_\_\_\_ Boyce Branch  
500 A Ulster  
Boyce, LA

\_\_\_\_\_ McDonald Branch  
1120 7<sup>th</sup> Avenue  
Glenmora, LA

\_\_\_\_\_ Gunter Branch  
5630 Holloway Rd. (Hwy 28 E)  
Pineville, LA

\_\_\_\_\_ Hineston Branch  
1839 Highway 121  
Hineston, LA

\_\_\_\_\_ Johnson Branch  
1610 Veterans Drive  
Lecompte, LA

\_\_\_\_\_ Martin Luther King Branch  
3311 Third Street  
Alexandria, LA

\_\_\_\_\_ Martin Branch  
801 West Shamrock Street  
Pineville, LA

\_\_\_\_\_ Robertson Branch  
809 Tioga High School Rd.  
Ball, LA

**Bookmobile** (Main Library)

**Training is required of all new employees on five consecutive days, 8:00 am-5:00 pm in the Information Technology Department at Main Library, 411 Washington Street, Alexandria. Additional training in reference, shelving and circulation follows.**