

APPLICATION FOR EMPLOYMENT

Rapides Parish Library
411 Washington Street, Alexandria, Louisiana 71301
Phone (318)445-6436 Fax (318)445-1721
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.*****

1. 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? _____

May we contact your current employer upon a conditional offer of employment? _____ Yes _____ No

2. 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? _____

May we contact your current employer upon a conditional offer of employment? _____ Yes _____ No

3. 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? _____
May we contact your current employer upon a conditional offer of employment? _____ Yes _____ No

4. 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? _____
May we contact your current employer upon a conditional offer of employment? _____ 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.

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

A complete application requires:

1. RPL Application: Complete a Rapides Parish Library application on-line at: www.rpl.org/about/openings/application.pdf. Application should be saved as a pdf file and sent as an email attachment to: jackie@rpl.org.
2. Current resume listing your complete work experience.
3. Human Resources will send a follow-up email acknowledging receipt of the information and provide email instructions for the assessment test.

An incomplete application will not be used for consideration of employment.

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
1177 Haywood B. Joiner St.
Boyce, LA

_____ McDonald Branch
1120 7th Avenue
Glenmora, LA

_____ Libuse Branch
6375 Hwy 28 E,
Pineville, LA

_____ Hineston Branch
1839 Highway 121
Hineston, LA

_____ Johnson Branch
1610 Veterans Drive
Lecompte, LA

_____ Martin Luther King Branch
1115 Broadway Avenue
Alexandria, LA

_____ Martin Branch
801 West Shamrock Street
Pineville, LA

_____ Robertson Branch
809 Tioga High School Rd.
Ball, LA

 X **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.