



# Harrison County Library System

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Position Applied for:** \_\_\_\_\_

Library location(s) you are interested in:

ALL  Biloxi  West Biloxi  Margaret Sherry Memorial  Woolmarket  D'Iberville  
 Gulfport  Orange Grove  Administrative HQ  Pass Christian  Saucier

Full Time  Yes  No      Part Time  Yes  No      Weekends  Yes  No      Nights  Yes  No

Have you ever worked for the library system?  Yes  No If yes, when? \_\_\_\_\_

### Education

LEVEL	SCHOOL NAME/LOCATION	# YRS COMPLETED	DEGREE/AREA OF STUDY
HIGH SCHOOL/GED			
UNDERGRADUATE			
GRADUATE			
OTHER: SPECIALIZED, TRADE			

### References

Please list three people we may contact who are familiar with your qualifications.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

### Description

Please comment on anything about yourself – skills, interests, hobbies, memberships, goals, special projects you have undertaken, - that you believe pertinent to your application for employment.

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### Acknowledgment

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my discharge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required)

Complete applications are active for one year. Applications may be returned to any library location or mailed to:

Harrison County Library System • Attention: Personnel • PO BOX 2999 • Gulfport MS 39505

**Harrison County Library System is an Equal Opportunity Employer and participates in E-Verify.**