

Employment Application



date _____

Personal Information

name _____
last first middle

address _____
street or po box apt.#

city/state/ZIP _____

daytime phone _____ email _____

position applying for _____ branch/library _____

What type of employment are you seeking? ☐ full-time ☐ part-time ☐ internship ☐ temporary
☐ other _____

For interns, at which branch(es) are you NOT interested in working? _____

Education

	institution/city	major/degree
high school		
college		
graduate		
other		

Employment and/or Volunteer History (begin with present job)

1)

dates	employer	position
city	supervisor	phone

May we contact this employer? ☐ yes ☐ no Was this volunteer work? ☐ yes ☐ no

2)

dates	employer	position
city	supervisor	phone

May we contact this employer? ☐ yes ☐ no Was this volunteer work? ☐ yes ☐ no

3)

dates	employer	position
city	supervisor	phone

May we contact this employer? ☐ yes ☐ no Was this volunteer work? ☐ yes ☐ no

4)

dates	employer	position
city	supervisor	phone

May we contact this employer? ☐ yes ☐ no Was this volunteer work? ☐ yes ☐ no

5)

dates	employer	position
city	supervisor	phone

May we contact this employer? ☐ yes ☐ no Was this volunteer work? ☐ yes ☐ no

Qualifications

skills or abilities for position _____

type? ☐ no ☐ yes wpm: _____ sign language? ☐ no ☐ yes

Can you communicate in more than one language? ☐ no ☐ yes language(s): _____

Can you use a personal computer? ☐ no ☐ yes If yes, please describe your software experience.

References (people we may contact about your work performance, if different from employment history contacts)

name	firm/location	phone

Employer Information

The Central Arkansas Library System is an equal-opportunity employer.

Background Check Statement

All offers of employment from the Central Arkansas Library System are contingent upon clear results of a background check. A more thorough background check will be conducted on applicants whose job responsibilities would involve operating a company vehicle, handling money, or working with minors.

E-Verify Statement

All people hired must provide proof of U.S. citizenship or present necessary work credentials if not a U.S. citizen. The Central Arkansas Library System uses E-Verify to confirm that an employee is authorized to work in the United States.

I verify that the information supplied on this application is correct and I understand that my falsification may result in the loss of employment.

signature: _____ date: _____

updated 7/13/21



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