

JEFFERSON COUNTY LIBRARY COOPERATIVE

EMPLOYMENT APPLICATION

2100 Park Place, Birmingham, AL 35203

Administrative Office located in the Birmingham Public Library – Central Library

(205) 226-3615 | www.jclc.org

Equal Opportunity Statement. Jefferson County Library Cooperative is an equal opportunity employer. Employment decisions are made without regard to race, color, gender, religion, creed, national origin, age, disability, sexual orientation, citizenship status, genetic information, status as a veteran, or any other legally protected status. Jefferson County Library Cooperative is a Drug-Free Workplace.

Instructions. Please answer each question fully and accurately. Print clearly or type. A resume may be attached but does not replace a completed application.

Today's Date: _____

APPLICANT INFORMATION

Last Name: _____ **First Name:** _____

Middle Name: _____ **Preferred Name (optional):** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Alternate Phone (optional):** _____

Email Address: _____

POSITION & AVAILABILITY

Position applying for: _____ **Date available to start:** _____

Employment type sought: Regular Full-time Part-time Temporary/Seasonal

Desired pay (hourly or annual): _____

How did you hear about this position? _____

EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B)? Yes No

Are you at least 18 years of age? Yes No

PRIOR EMPLOYMENT/RELATIONSHIPS WITH JCLC

Have you ever been employed by the Jefferson County Library Cooperative (JCLC) or a JCLC member library? Yes No

If yes, list position(s), location(s), and dates:

Do you have any relatives currently employed by JCLC or a JCLC member library? Yes No

If yes, list name(s), relationship(s), and department(s):

ESSENTIAL JOB FUNCTIONS

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No

If no, please describe any functions you are unable to perform and whether a reasonable accommodation is requested:

EDUCATION & TRAINING

Please list your educational background. You may attach transcripts if requested.

School/Institution	City/State	Major/Program	Graduated? (Y/N)	Degree/Certificate

Relevant licenses/certifications:

Language proficiency or specialized skills/software:

PROFESSIONAL REFERENCES (NOT RELATIVES)

Name	Relationship/Company	Phone	Email

EMPLOYMENT HISTORY (LAST 10 YEARS OR RELEVANT EXPERIENCE)

Start with your most recent employer. You may attach a resume, but please complete this section.

Employer name: _____

Address (City/State): _____ **Phone:** _____

Job title: _____ **Supervisor name/title:** _____

Employment dates (From - To): _____ **Hours per week:** _____

Responsibilities and accomplishments:

Status: Full-time Part-time Temporary Contract

Reason for leaving: _____ **May we contact this employer?** Yes No

Employer name: _____

Address (City/State): _____ **Phone:** _____

Job title: _____ **Supervisor name/title:** _____

Employment dates (From - To): _____ **Hours per week:** _____

Responsibilities and accomplishments:

Status: Full-time Part-time Temporary Contract

Reason for leaving: _____ **May we contact this employer?** Yes No

Employer name: _____

Address (City/State): _____ **Phone:** _____

Job title: _____ **Supervisor name/title:** _____

Employment dates (From - To): _____ **Hours per week:** _____

Responsibilities and accomplishments:

Status: Full-time Part-time Temporary Contract

Reason for leaving: _____ **May we contact this employer?** Yes No

DISCLOSURES & ACKNOWLEDGMENTS

E-Verify. Jefferson County Library Cooperative participates in the E-Verify program as required by Alabama law. All newly hired employees must have their employment eligibility verified through the federal E-Verify system. You will be required to provide documentation for the Form I-9 and E-Verify process.

Drug-Free Workplace & Testing. Jefferson County Library Cooperative is a Drug-Free Workplace. A pre-employment drug test may be required. If hired, you may be subject to drug and/or alcohol testing consistent with applicable policy and law.

Background Checks. Jefferson County Library Cooperative may conduct background checks that are job-related and consistent with business necessity. Any consumer report will only be obtained after you receive a separate stand-alone disclosure and provide written authorization. You will also receive a copy of 'A Summary of Your Rights Under the Fair Credit Reporting Act' before any consumer report is procured.

CERTIFICATION, AT-WILL EMPLOYMENT, AND EEO ACKNOWLEDGMENT

I certify that the information provided in this application and in any attached documents is true, complete, and accurate to the best of my knowledge. I understand that any false, misleading, or omitted information may result in disqualification from consideration or termination of employment, if hired.

I understand that this application is not a contract, offer, or promise of employment. If hired, I will be an at-will employee, which means that either I or Jefferson County Library Cooperative may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. No manager or representative of Jefferson County Library Cooperative has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing unless in a written contract signed by the Executive Director.

Jefferson County Library Cooperative is an equal opportunity employer, and employment decisions are made without regard to any status protected by law. Reasonable accommodations are available upon request to enable qualified individuals with disabilities to participate in the application process.

Applicant Signature: _____

Printed Name: _____

Date: _____