



Human Resources  
4355 Bridge View Drive  
North Charleston, SC 29405  
Charleston County Public Library is an Equal Opportunity Employer  
We E-verify

### **APPLICANT INFORMATION AND INSTRUCTIONS**

Charleston County Public Library is an equal opportunity employer. We are actively seeking qualified applicants to fill open positions.

Please take the time to read this information so that you can better understand our application and hiring process.

#### **APPLICATION PROCESS FOR INTERNAL AND EXTERNAL APPLICANTS**

Charleston County Public Library only accepts applications for advertised positions.

All applicants, including current library employees, must complete the Charleston County Public Library Application form and are required to follow the below process when applying for open positions.

- All sections of the application form must be completed – provide detailed information.
- A cover letter and resume must be attached and may not be used as a substitute for providing detailed information on the application.
- The application must be signed and dated and must include the Position Title for which you are applying.
- All applications must include a resume and cover letter and be submitted to the Human Resources email address: [HumanResources@ccpl.org](mailto:HumanResources@ccpl.org).

If the application packet is not completed in its entirety, it will not be considered.

Applications that are submitted for advertised positions will be reviewed and screened to ensure that applications meet the minimum requirements for the position. Applicants who are qualified are referred to the hiring manager and considered for interviews. Applicants who are selected for an interview will be contacted by Human Resources.

#### **HIRING PROCESS**

Past employment history will be verified. Applicants are responsible for providing sufficient information to accomplish this.

An employment physical, that includes a drug screen, is required for all individuals selected for regular full-time, regular part-time or selected temporary positions. Failure to complete or pass the physical may result in withdrawal of a job offer.

New employees must present documentation authorizing them to work in the United States. All new employees assigned to regular full-time or regular part-time positions must attend a new hire orientation and are required to enroll in the Library's direct deposit program.

#### **FREQUENTLY ASKED QUESTIONS**

**Q.** Do I have to submit a separate application for each job in which I am interested?

**A.** NO. All applications are considered and referred to for the Position Title(s). We suggest that you keep copies of your original application to submit for future openings; however, each application submitted **MUST INCLUDE POSITION TITLE(S), AN ORIGINAL SIGNATURE AND DATE.**

**Q.** How can I learn of position openings in Charleston County Public Library?

**A.** Position openings are updated on a regular basis on our website ([www.ccpl.org](http://www.ccpl.org)).



### 8. EMPLOYMENT HISTORY

A brief description of duties for each position is REQUIRED below. Do not leave this section blank or write "see resume." If you do so, the application will be considered incomplete and will not be accepted as valid. Additional details may be provided by attaching a resume, if desired. Please provide your employment history BEGINNING WITH your present or most recent employer and list all positions held including military, part-time, summer, volunteer work and any periods of unemployment. An explanation of any period of unemployment should be included under item 13.

A. Name/Address of company:	From (MM/YY) To (MM/YY)	Reason for leaving	Weekly hours	Pay Rate/Salary Begin   End
Supervisor's name:				
Phone: (____) _____	Brief description of duties (do not leave this section blank or write "see resume"):			
Position title:				
B. Name/Address of company:	From (MM/YY) To (MM/YY)	Reason for leaving	Weekly hours	Pay Rate/Salary Begin   End
Supervisor's name:				
Phone: (____) _____	Brief description of duties (do not leave this section blank or write "see resume"):			
Position title:				
C. Name/Address of company:	From (MM/YY) To (MM/YY)	Reason for leaving	Weekly hours	Pay Rate/Salary Begin   End
Supervisor's name:				
Phone: (____) _____	Brief description of duties (do not leave this section blank or write "see resume"):			
Position title:				
D. Name/Address of company:	From (MM/YY) To (MM/YY)	Reason for leaving	Weekly hours	Pay Rate/Salary Begin   End
Supervisor's name:				
Phone: (____) _____	Brief description of duties (do not leave this section blank or write "see resume"):			
Position title:				

May we contact the employers listed above?  YES  NO

If NOT, please indicate which employer you do NOT wish us to contact: \_\_\_\_\_

**OTHER RELEVANT INFORMATION**

9. Have you ever been convicted of, pleaded guilty, or pleaded nolo contendere (no contest) to a criminal offense other than a minor traffic ticket?  YES  NO

If yes, please explain:

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10. Have you ever been terminated or forced to resign?  YES  NO

If yes, please explain:

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11. Have you ever been an employee of Charleston County Public Library and/or Charleston County Government?  YES  NO

If yes, please enter the dates of employment and the positions you have held:

From (MM/YY)	To (MM/YY)	Position(s) Held/Department(s)

12. Do you have relatives currently working for Charleston County Public Library?  YES  NO

If yes, please enter their name(s), your relationship to them and their current position and department:

Relative's Name	Relationship	Position/Department

13. Please explain any gaps in employment:

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GENERAL INFORMATION



IN ORDER TO PREVENT A DELAY IN THE PROCESSING OF YOUR APPLICATION, PLEASE BE SURE YOU SIGN AND DATE THIS FORM AND ANSWER EVERY QUESTION CLEARLY AND COMPLETELY.

To be considered for employment in a Charleston County Public Library position, each applicant must meet the minimum requirements established for that position. This may include the successful completion of a verbal/written examination and a pre-employment physical, a drug screen, and background check.

In compliance with Title VI of the Consumer Protection Act, this is to advise you that as part of our processing of employment applications, an inquiry may be made concerning an applicant's credit standing, general reputation, character, and personal characteristics. This information may be from previous employers, personal references, law enforcement agencies, and/or consumer reporting agencies. Upon an applicant's written request, additional information as to the nature and scope of any report will be provided.

I hereby affirm that the information provided on this application (and accompanying resume and/or documentation, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I further understand that this application becomes the property of Charleston County Public Library and will not be returned.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume and/or documentation, if any) to provide any relevant information that may be required to arrive at an employment decision. If applicable, I authorize that my current/past Human Resources file, including my performance evaluations, be made available to the appropriate Department and/or Branch Manager to review, as deemed necessary, as part of the interview and evaluation process for the position vacancy for which I have applied.

I UNDERSTAND THAT SHOULD I BE OFFERED A POSITION, MY EMPLOYMENT CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AT ANY TIME AT THE DISCRETION OF EITHER THE CHARLESTON COUNTY PUBLIC LIBRARY OR MYSELF. I UNDERSTAND THAT NO MANAGEMENT OFFICIAL OTHER THAN THE EXECUTIVE DIRECTOR HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT CONTRARY TO THE FOREGOING OR MAKE ANY ORAL ASSURANCE OR PROMISE OF CONTINUED EMPLOYMENT.

I understand that should I be offered a position, all positions may be considered essential during emergencies. If my position is designated as essential, I understand that I am required to report to work and remain for the duration of the emergency. Failure to do so may result in disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WE THANK YOU FOR APPLYING FOR EMPLOYMENT WITH CHARLESTON COUNTY PUBLIC LIBRARY, AN EQUAL OPPORTUNITY EMPLOYER. WE E-VERIFY. M/F/D/V

PROFESSIONAL JOB REFERENCES



Applicant Name: \_\_\_\_\_  
(Last) (First) (Middle)

Advertised Position Title for which you are Applying: \_\_\_\_\_

Date of Application: \_\_\_\_\_

List PROFESSIONAL references that we may contact, who are NOT relatives, and who have known for at least two years. (References who are familiar with your work experience are preferred).

	Name	Job Title	Relationship to Applicant	Phone	Email
1					
2					
3					
4					
5					



APPLICANT DATA RECORD
(Completion of this form is voluntary)

THIS DATA IS FOR PERIODIC GOVERNMENT REPORTING AND WILL BE KEPT IN A CONFIDENTIAL FILE SEPARATE FROM THE EMPLOYMENT APPLICATION.

All applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, disability or any other legally protected status.

Applicant's Name: (Last) (First) (Middle) Phone: ( )

Address: (Street) (City) (State) (Zip Code)

Gender: [ ] MALE [ ] FEMALE

Advertised Position Title for which you are Applying:

How did you learn of this position vacancy? (Please check source below)

- [ ] Charleston County Public Library Website
[ ] Classified Advertisement (indicate source):
[ ] Employment Agency
[ ] Friend
[ ] Internet Site (indicate source):
[ ] Relative
[ ] Job Career Fair
[ ] Other (indicate source):
[ ] Walk-In

As Employers/Government Contractors, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with government record-keeping, reporting and other legal requirements, please complete the applicant data record. We appreciate your cooperation.

Race/National Origin Data:

- [ ] WHITE [ ] BLACK OR AFRICAN AMERICAN [ ] HISPANIC OR LATINE (ALL RACES)
[ ] ASIAN [ ] AMERICAN INDIAN/ALASKAN NATIVE [ ] NATIVE HAWAIIAN/PACIFIC ISLANDER
[ ] TWO OR MORE MINORITY RACES

Veteran Classification(s):

- [ ] WORLD WAR II or KOREA [ ] VIETNAM ERA VETERAN [ ] OTHER COMBAT VETERAN [ ] NOT APPLICABLE