

# DESOTO PARISH LIBRARY EMPLOYMENT APPLICATION



DESOTO PARISH  
LIBRARY

109 Crosby Street  
Mansfield, LA 71052  
Phone: (318) 872-6100  
Fax: (318) 872-6120  
[www.desotoparishlibrary.com](http://www.desotoparishlibrary.com)

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*The DeSoto Parish Library is an Equal Opportunity Employer. Applicants and employees shall be afforded equal opportunity in all aspects of employment without regard to race, color, age, sex, religion, political affiliation, national origin, disability, marital status or military veteran status. As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance completing this application may be obtained upon request.*

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**EDUCATIONAL BACKGROUND**

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**HIGH SCHOOL OR GED**

NAME AND LOCATION

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DID YOU GRADUATE?

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**VOCATIONAL/TECHNICAL SCHOOL/OTHER**

NAME AND LOCATION

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MAJOR COURSE OF STUDY

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DEGREE

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**UNDERGRADUATE**

NAME AND LOCATION

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MAJOR COURSE OF STUDY

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DEGREE

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**GRADUATE**

NAME AND LOCATION

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MAJOR COURSE OF STUDY

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DEGREE

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**EMPLOYMENT/VOLUNTEER HISTORY**

*Please give a complete and accurate statement of your employment/volunteer history, beginning with your most recent employer. If you need additional space to list previous employment/volunteer experience, please continue on a separate sheet of paper.*

<b>Name of Employer</b>	<b>Telephone #</b> (    )
<b>Address</b>	<b>Employed (month &amp; year)</b>  <b>From</b> <b>To</b>
<b>Name of Supervisor</b>	<b>May we contact this person?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>E-Mail Address</b>	
<b>Job Title</b>	<b>Reason for Leaving</b>
<b>Duties/Responsibilities</b>	

<b>Name of Employer</b>	<b>Telephone #</b> (    )
<b>Address</b>	<b>Employed (month &amp; year)</b>  <b>From</b> <b>To</b>
<b>Name of Supervisor</b>	<b>May we contact this person?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>E-Mail Address</b>	
<b>Job Title</b>	<b>Reason for Leaving</b>
<b>Duties/Responsibilities</b>	



<b>Name of Employer</b>		<b>Telephone #</b>	
		(    )	
<b>Address</b>		<b>Employed (month &amp; year)</b>	
		<b>From</b>	<b>To</b>
<b>Name of Supervisor</b>		<b>May we contact this person?</b>	
		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>E-Mail Address</b>			
<b>Job Title</b>		<b>Reason for Leaving</b>	
<b>Duties/Responsibilities</b>			

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		(    )	
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		<b>From</b>	<b>To</b>
<b>Name of Supervisor</b>		<b>May we contact this person?</b>	
		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>E-Mail Address</b>			
<b>Job Title</b>		<b>Reason for Leaving</b>	
<b>Duties/Responsibilities</b>			

**TRAINING AND SKILLS**

*List training, skills, programs, certifications and/or licenses that you have acquired. Specify computer software/database/spreadsheet programs, office equipment, Internet applications, machines, or classes.*

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**REFERENCES**

*Please do not include previous employers of family members.*

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**NAME**

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ADDRESS

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TELEPHONE #

E-MAIL

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**NAME**

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ADDRESS

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TELEPHONE #

E-MAIL

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**NAME**

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ADDRESS

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TELEPHONE #

E-MAIL

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**APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that this application is not intended to create any contractual obligations of any kind or a contract of employment between the DeSoto Parish Library and any applicants or employees. The DeSoto Parish Library is an At-Will employer and as such may terminate the employment relationship at any time, with or without notice or cause so long as there is no violation of applicable federal or state law. Employees are free to resign at any time. As part of the hiring process, the DeSoto Parish Library may conduct employment verification, education verification, driver’s license check, criminal background check, reference check, and/or other inquiries regarding my background, employment history, including information as to my personal character, general reputation, job performance, and other qualities pertinent to my prospective service.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any misleading or incorrect statements on this application or supporting documentation may render the application void and, if I am employed, could be cause for my termination. I further agree that the DeSoto Parish Library shall not be liable in any respect if my employment is terminated because of false statements, answers or omissions made by me on this application.

Please check your application to ensure you have fully and accurately completed every section and sign it below. If you are hired, this employment application will become part of your official employment record.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*