



# SOMERSET COUNTY LIBRARY SYSTEM APPLICATION FOR EMPLOYMENT

(908) 526-4016

**Return Application to:**  
Human Resources Dept.  
P.O. Box 6700  
1 Vogt Drive  
Bridgewater, NJ 08807

Conditions of employment are stated at the end of this form.  
Please read them carefully before you sign this application.  
*Application must be completed in full even if attaching a resume.  
Incomplete applications will not be considered.*

## PRINT LEGIBLY

### Section I – Personal

Date \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First)

Telephone Numbers

Home Address: \_\_\_\_\_

Daytime: (    ) \_\_\_\_\_ - \_\_\_\_\_

Evening: (    ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Email Address (optional) \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Are you a former employee of the Somerset County Library System?     Yes     No

If "Yes" – Where? \_\_\_\_\_ When? \_\_\_\_\_

Do you have any relatives who are currently employed by or volunteer  
for the Somerset County Library System?     Yes     No

If "Yes" – Name of Relative \_\_\_\_\_ Branch \_\_\_\_\_

### Section II – General Information

Please check all library branch locations at which you are willing to accept employment.

Bound Brook

Mary Jacobs (Rocky Hill)

Warren

Bridgewater

North Plainfield

Watchung

Hillsborough

Peapack-Gladstone

Somerville

Are you applying for full-time or part-time work?  Full-Time  Part-Time

If you are applying for part-time employment, please indicate the times you are AVAILABLE to work?

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

If you are applying for part-time employment, are you currently employed by any other Somerset County Division?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

Are you under 18 years of age?  Yes  No  
 (If "Yes" you will be required to submit working papers if offered employment.)

Have you ever been convicted of a crime or offense that has not been expunged or sealed by the Court? (Routine motor vehicle violations, such as parking tickets, may be excluded.)  Yes  No

If "Yes" please give details in the space below for each conviction and disposition. *(A conviction will not necessarily preclude you from employment unless such conviction(s) relates adversely to the employment sought.)*

Year \_\_\_\_\_ Charge: \_\_\_\_\_ Location: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Section III – Education

	Name & Address	Course of Study	Graduated Yes or No	Diploma or Degree
High School				
College Undergraduate				
College Undergraduate				
College Graduate				
Other (Specify)				

## Section IV – Employment

List all employment. Start with present or last position and work back. Please complete in full even if you have attached a resume.

<i>Name, Address &amp; Phone Number of Employer</i>	<i>From Mo/Yr</i>	<i>To Mo/Yr</i>	<i>Position(s) Held</i>	<i>Supervisor</i>	<i>Reason for Leaving</i>	<i>Final Salary</i>

## Section V – Skills

- Word Processing (Word, Word Perfect, etc.)     Spreadsheet (Excel, Lotus 123, etc.)  
 Data Entry     Integrated Library System (If yes, please specify \_\_\_\_\_)  
 Other software skills: \_\_\_\_\_

Other skills: \_\_\_\_\_

## Section VI – References

List three BUSINESS references that we may contact for information concerning your qualifications. At least 1 reference should be a current or former supervisor. (School or volunteer references may be acceptable when there is no recent employment history.)

<i>Name</i>	<i>Address</i>	<i>Phone #</i>	<i>Occupation</i>

## Section VII – Conditions

I understand that if I am offered and accept employment, I may be legally required to become a member of the NJ Public Employee Retirement System or the Defined Contribution Retirement Program.

\_\_\_\_\_  
Initials

By my signature below, I certify that all of the statements contained in this application and/or on my resume and in the information and documents I provided or will provide in support of my application for employment (both orally and in writing), are accurate and true. I understand that if any statement or information is found to be false it may be grounds for rejection of my application, withdrawal of an offer of employment or termination of employment.

\_\_\_\_\_  
Initials

I understand that the completion of this application does not indicate that there are any vacant positions and in no way obligates the Somerset County Library System to hire me.

\_\_\_\_\_  
Initials

I understand and agree that any employment that might be offered as a result of this application is for no definite period of time and may be terminated, with or without cause and with or without notice, at any time (except as may be limited by a collective bargaining agreement).

\_\_\_\_\_  
Initials

I understand that neither the hours of work that may be assigned to me at any time, nor any other act or circumstance, shall constitute a guarantee of employment as to daily hours, weekly hours, straight time or overtime hours.

\_\_\_\_\_  
Initials

By my signature below, I authorize the Somerset County Library System to contact and obtain information from all references, employers and/or educational institutions and to otherwise verify the accuracy of the information contained in this application, on my resume, in any other documents I presented and in my oral statements during the interview process. I hereby release from liability the Somerset County Library System and its representatives for seeking, gathering and using such information and release from liability all other persons, corporations or organizations for providing such information.

\_\_\_\_\_  
Initials

I understand that if offered a position with the Somerset County Library System, I may be required to submit to a background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of a background check will result in withdrawal of any employment offer or termination of employment if already employed.

\_\_\_\_\_  
Initials

By my signature below, I acknowledge and agree that any offer of employment will be made contingent upon confirmation of my references and licensure. I also understand that if I am hired I will be required to provide proof of identity and legal work authorization.

\_\_\_\_\_  
Initials

***The Somerset County Library System is an equal opportunity employer. Federal and State legislation and Somerset County policy prohibit discrimination on the basis of race, sex, gender, religion, creed, color, national origin, citizenship status, ancestry, age, marital status, veteran status, sexual orientation, domestic partnership, civil union partnership, or physical or mental handicap, subject only to conditions and limitations applicable alike to all persons.***

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Applicant: \_\_\_\_\_