SCLSNJ - Administration
Human Resources
1 Vogt Drive
Bridgewater
New Jersey 08807
Email: jobs@sclibnj.org

Somerset County Library System of NJ
Application for Employment

The Somerset County Library System of New Jersey (SCLSNJ) accepts applications only for currently posted openings. Submit each application as instructed on the job posting by the listed deadline. All postings are available on our website until the deadline. Website: sclsnj.org/get-involved/work-at-sclsnj.

Applications must be typed or legibly printed, include complete details of education and work experience, and be signed and dated. Unsigned, modified or incomplete applications may be rejected. A cover letter and resume cannot be submitted in place of a completed application. Separate applications are required for multiple positions.

SCLSNJ is an equal opportunity employer and complies with all federal and state laws prohibiting employment discrimination on the basis of race, sex, gender, gender, religion, national origin, age, disability, veteran status, sexual orientation, and any other protected categories.

PLEASE PRINT CLEARLY ***APPLICATION MUST BE COMPLETED IN FULL***

Applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department. SCLSNJ is an Equal Opportunity Employer.

Position Applying for: _____

Date of Application: _____ Job ID#:_____

Legal Name: First Name _____ Last Name _____

Preferred First Name: _____ Email address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone number to reach you during the day: _____

Are you a former employee of the Somerset County Library System of NJ? YES ☐ NO ☐

If "Yes" What Dates Were You Employed? _____

Position(s) Held: _____ Which Branch(s): _____

Are you currently employed by any other Somerset County Division? YES ☐ NO ☐

If yes, Division: _____ Full-time ☐ Part-time ☐

Do you have any relatives currently employed by or volunteering with SCLSNJ, including advisory boards and Friends' groups? YES ☐ NO ☐

Name & Relationship of the relative: _____

How did you hear of this opening? SCLSNJ Website: ☐ SCLSNJ social media: ☐ Job Board: ☐

Referral Employee: _____ Other:_____

Your Availability

Please indicate the specific days and times you are available to work.

This cannot be left blank. Do no mark with an "X" or do not put "anytime" in the box.

If selected for an interview, the supervisor will discuss the required work schedule with selected candidates.

Specify Hours Do not mark with an "X". Provide specific hours	**Morning** (e.g., 8 am – 12 pm)	**Afternoon** (e.g., 12 pm – 4 pm)	**Evening** (e. g., 4 pm – 8 pm)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Are you legally eligible for employment in the United States? YES ☐ NO ☐

Are you under 18 years of age?
If "Yes" you will be required to submit working papers if offered employment. YES ☐ NO ☐

Are you able to meet the attendance requirements of the position year round as advertised in the job posting? YES ☐ NO ☐

Date available to start work: _____

Educational Background

	Name & Address	*Major*	*Graduated (Y/N)*	*Diploma or Degree Earned*
High School/ GED				
College/Undergraduate				
Trade/Technical/ Vocational School				
Graduate/ Postgraduate				
Other (Specify)				

Professional/ Academic References

List 3 professional, academic or volunteer references that will be contacted if you are selected for the position. If you don't have recent work experience or you are returning to the workforce, volunteer colleagues, mentors or supervisors are acceptable. *Please do not include personal references (i.e. family or friends).*

Full Name	*Relationship*	*Phone Number and Email Address*	*Company or School Address*

Additional Information

Please list professional, trade, business, or community organizations, leadership role or any offices held.

Organization	*Position/Office(s) Held*

Employment History

List your employment history for the past 10 years, beginning with your current or most recent position and working backward. If you have gaps in employment, you may include relevant volunteer experience, internships, school activities, care giving, or other experiences during that time. You may write N/A where a field does not apply.
Please complete in full ***even if you have attached a resume.***

Employer or Organization (City/State)	*From MM/YY*	*To MM/YY*	*Position(s) Held*	*Supervisor*	*Reason for Leaving or Change in Employment*

Computer & Technology Skills

☐ Google Workspace (Docs, Drive, Gmail, Sheets, Slides, etc.) ☐ Microsoft Office/ Microsoft 365 (Word, Excel, PowerPoint) ☐ Data & Records Management

☐ Digital Publishing & Design Tools (Adobe Express, Dana, Libraryware, OverDrive/ Libby, etc. ☐ Integrated Library System (ILS) – please specify _____

☐ Other: _____

Languages & Proficiency:

Basic - _____

Conversational - _____

Fluent - _____

Accomplishments/ Activities – Include awards, honors, volunteer work, or other notable achievements.

_____

_____

_____

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.

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.

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 of New Jersey to hire me.

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 prior notice, at any time (except as may be limited by a collective bargaining agreement).

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.

By my signature below, I authorize the Somerset County Library System of New Jersey to contact and obtain information from all references, current and former employers and/or educational institutions, and otherwise to 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 of New Jersey and its employees and representatives for seeking, gathering and using such information and release from liability all other persons, business entities and organizations for providing such information.

I understand that if offered a position with the Somerset County Library System of New Jersey, the offer may be conditional on me submitting to a background check. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of, a background check will result in a failure of the condition and withdrawal of any employment offer or termination of employment if already employed.

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

Signature of Applicant:

Date: _____ _____