



**Spartanburg County Public Libraries**  
...to enrich and improve with access to ideas and information.

## **Application For Employment**

**PLEASE READ THESE INSTRUCTIONS BEFORE YOU BEGIN.**

>> **The Public Library accepts applications for available positions only.** An individual must complete an official Spartanburg County Public Library Employment Form in order to be considered an applicant for employment. A Resume CANNOT be used as a substitute for an employment form or work history but may be attached as additional information.

Applicants who do not meet the availability and minimum education and experience requirements indicated in the job posting or do not have the ability to perform the essential functions for the position, with or without accommodation, will not be considered for employment.

>>**Availability**-Your chances of getting a full-time job will not be affected if you are willing to take a temporary or part-time job.

>> **Applications**- can be submitted at any of our library locations during operating hours. We **do not** provide interviews on-site or by telephone requests.

Applications can also be faxed to Human Resources at 864-596-3518.

>>We review applications after the date listed on the job posting. A few candidates are selected and contacted for an interview. If you have not heard from us within the next thirty (30) days, you may assume that the position has been offered to a candidate whose qualifications were best suited for the position.

>> Job postings can be found at each of our library locations and on our website, [www.infodepot.org](http://www.infodepot.org). Call our Jobline at 864-285-9190 for updates on job positions.

**Thank you for your interest in employment with our library system.**