

## APPLICATION FOR EMPLOYMENT

Date

Social Security Number

Name

*First*

*Middle*

*Last*

Address

*Street*

*City*

*State*

*Zip*

Telephone

*Home*

*Cell*

Are you 18 years of older?

Yes

No

### EMPLOYMENT DESIRED

Position

Salary/Wage  
Desired

Are You  
Employed Now

Yes

No

### WORK EXPERIENCE

Include all work experience, paid and voluntary. **Start with your present or most recent work experience.** When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages as needed.)

#### Job Title

From (mm-yyyy)

To (mm-yyyy)

Salary per Year

Hours per Week

Employers Name and Address

Supervisor's Name and Contact Information

Name

Phone Number

Email Address

Were you a supervisor in this position?    Yes    No

May we contact your supervisor?    Yes    No

If Yes, how many people did you supervise?

Describe your major duties/responsibilities and accomplishments.

Reason(s) for leaving (do not write "N/A" or "not applicable".)

**WORK EXPERIENCE - #2**

**Job Title**

From (mm-yyyy)                      To (mm-yyyy)                      Salary per Year                      Hours per Week

Employers Name and Address

Supervisor’s Name and Contact Information

Name

Phone Number

Email Address

Were you a supervisor in this position?      Yes      No

May we contact your supervisor?    If Yes      No

How many people did you supervise?

Describe your major duties/responsibilities and accomplishments.

Reason(s) for leaving (do not write “N/A” or “not applicable”.)

**WORK EXPERIENCE - #3**

**Job Title**

From (mm-yyyy)                      To (mm-yyyy)                      Salary per Year                      Hours per Week

Employers Name and Address

Supervisor’s Name and Contact Information

Name

Phone Number

Email Address

Were you a supervisor in this position?      Yes      No

May we contact your supervisor?    Yes      No

If Yes, how many people did you supervise?

Describe your major duties/responsibilities and accomplishments.

Reason(s) for leaving (do not write “N/A” or “not applicable”.)

Explain any gaps in your work history:

Have you ever been discharged or asked to resign from a job?      Yes      No

If yes, please explain:

Are you legally eligible for employment United States?      Yes      No

*If offered employment you will be required to provide documentation to verify eligibility.*

**EDUCATION**

High School	<i>Name &amp; location</i>	<i>Years Attended</i>	Yes      No <i>Did You Graduate #</i>	<i>Degree/Major</i>
College	<i>Name &amp; location</i>	<i>Years Attended</i>	Yes      No <i>Did You Graduate #</i>	<i>Degree/Major</i>
Graduate School	<i>Name &amp; location</i>	<i>Years Attended</i>	Yes      No <i>Did You Graduate #</i>	<i>Degree/Major</i>
Other	<i>Name &amp; location</i>	<i>Years Attended</i>	Yes      No <i>Did You Graduate #</i>	<i>Degree/Major</i>

Add any other pertinent information regarding educational experiences and accomplishments

Key Skills

**REFERENCES**

Name	Work	Telephone Contact	Home/Other	Business/Company	Years Acquainted
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<hr/>					
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If hired, are there accommodations the library needs to provide so that you can perform all the essential functions and duties of the position? Yes    No  
*If yes, please explain.*

**APPLICANT SIGNATURE & AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Kennett Library to verify their accuracy and to obtain reference information on my work performance. This includes reference checking, education verification, criminal background check and employment drug screen.

I hereby release The Kennett Library from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant:

Date:

Digital Signature  
*(if available)*

*If this application if completed on a computer, I acknowledge that I have initialed or signed the electronic form to the best of my ability and if necessary will re-sign the paper version if required.*

*The Kennett Library is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.*

**DO NOT WRITE BELOW THIS LINE**

Interviewed by

Date

Reviewer

Comments

Hired            Yes    No            Position

If not hired, explain why

Salary/Wage

Date Reporting to Work

*Please file one copy in the application file and if this person was hired, create a personnel folder, and insert a 2<sup>nd</sup> copy in that folder.*