

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 & location</i>	<i>Years Attended</i>	Yes No <i>Did You Graduate #</i>	<i>Degree/Major</i>
College	<i>Name & location</i>	<i>Years Attended</i>	Yes No <i>Did You Graduate #</i>	<i>Degree/Major</i>
Graduate School	<i>Name & location</i>	<i>Years Attended</i>	Yes No <i>Did You Graduate #</i>	<i>Degree/Major</i>
Other	<i>Name & 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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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 2nd copy in that folder.