



Library District #1 Doniphan County

P. O. Box 220, Troy, KS 66087 (785) 985-2597 Fax (785)985-2602

www.librarydistrict1.org

APPLICATION FOR EMPLOYMENT

Position Applying for _____ Date _____ Full-Time Part-Time

PERSONAL DATA

Name: _____
LAST FIRST MIDDLE

Address: _____
ADDRESS CITY STATE ZIP

Telephone Numbers: Home: _____ Cell: _____

E mail Address: _____

Are you eligible for employment in the United States? _____

Have you ever worked for Library District 1? _____ If Yes, When? _____

When will you be available to begin work? _____ What is the minimum salary you will accept? _____ Per _____

Do you have any relatives employed by Library District 1? _____ If yes, please identify: _____

Do you have an equivalency diploma (GED)? _____ Date completed _____

EDUCATION

SCHOOL	NAME & LOCATION	FIELD OF STUDY	DATES ATTENDED	DID YOU GRADUATE?	DIPLOMA / DEGREE RECEIVED
HIGH SCHOOL					
COLLEGE					

EMPLOYMENT HISTORY

List current or most recent employer first.

Name of current/last employer	Name of immediate supervisor:
Telephone Number	Dates of employment: _____ To _____
Job Title	Status: _____
Salary Starting _____ per _____ Ending _____ per _____	Number of hours worked per week: _____
Job Description: _____	
Reason for Leaving: _____	
Employer can be contacted for reference? _____	

Name of employer		Name of immediate supervisor:	
Telephone Number		Dates of employment: _____ To _____	
Job Title		Status:	
Salary Starting _____ per _____ Ending _____ per _____		Number of hours worked per week:	
Job Description:			
Reason for Leaving:			
Employer can be contacted for reference?			

Availability – Library hours vary per location. List the times you are available during the day from 9am to 7pm.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Library District #1 Doniphan County has 4 library locations. Which location would you prefer? (You can check more than one box. If you have no preference, check all the boxes.)

Highland Troy Wathena Elwood

Have you ever been:

Convicted of a felony? Yes No

Convicted of a misdemeanor? Yes No

Convicted of a moving traffic violation in the past 24 months? Yes No

Dismissed or requested to resign from a former position? Yes No

If the answer to any of these questions is “Yes”, please explain in detail on a separate page. (A conviction will not necessarily exclude you from consideration for employment. Each conviction will be judged on its own merit with respect to the time, circumstances and seriousness.)

Computer Software in which you are proficient: _____

List any interests, skills, honors, training, volunteer work, or other qualifications (including military experience) which would be helpful in considering your application: _____

REFERENCES (Other than a supervisor listed in the employment section)

NAME	RELATIONSHIP	ADDRESS	TELEPHONE NUMBER

PLEASE READ CAREFULLY AND SIGN BELOW:

I certify that answers given herein are true and complete. I hereby grant Library District #1 Doniphan County permission to request any school of learning, creditor, past or present employer, government agency that maintains driving records or law enforcement agency to release information contained in their records for use in conducting research specifically relating to my suitability as an employee of Library District #1, except where my written statement upon this form specifically requests that no investigation be made. I understand this information is for use by Library District #1 and will be safeguarded against unauthorized disclosure to any agency or individual not having a legitimate need for it and the authority for its release.

I understand that any misrepresentation of facts in this application will be considered just cause for dismissal at the discretion of the employer. In the event that I am employed, I understand that I am required to abide by the policies and procedures of Library District #1.

SIGNATURE _____ **DATE** _____