

ALTAMONT PUBLIC LIBRARY

Employment Application



APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____ Date _____

Street Address _____ Apartment/Unit # _____

City _____ State _____ ZIP _____

Phone _____ E-mail Address _____

Date Available _____ Social Security No. _____ Desired Salary _____

Position Applied for _____ Date of Birth _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Do you have a valid Kansas driver's license? YES NO driver's license number: _____ Do you have a valid CDL? YES NO

Have you ever been convicted of a felony? YES NO Are you 18 years of age or older? YES NO

Date available to start:

NOTE: Work schedules are based upon the needs of the Library and may be subject to change on a weekly basis.

EDUCATION

High School _____ Address _____

From _____ To _____ Did you graduate? YES NO Degree _____

College _____ Address _____

From _____ To _____ Did you graduate? YES NO Degree _____

Other _____ Address _____

From _____ To _____ Did you graduate? YES NO Degree _____

PREVIOUS EMPLOYMENT

Company _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
Address _____ Supervisor _____
Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
Responsibilities _____
From _____ To _____ Reason for Leaving _____
May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch _____ From _____ To _____
Rank at Discharge _____ Type of Discharge _____
If other than honorable, explain _____

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills, or other qualifications, including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like the Library to consider in connection with your application for employment.

REFERENCES

Please list three professional references.

Full Name	Relationship
<hr/>	<hr/>
Company	Phone
<hr/>	<hr/>
Address	
<hr/>	

Full Name	Relationship
<hr/>	<hr/>
Company	Phone
<hr/>	<hr/>
Address	
<hr/>	

Full Name	Relationship
<hr/>	<hr/>
Company	Phone
<hr/>	<hr/>
Address	
<hr/>	

ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are requirement of every job with the Altamont Library. Is there anything which would interfere with your regular attendance and punctuality? () Yes () No

If yes, please explain:

AGREEMENT

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. (Please initial here.) _____

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed. (Please initial here.) _____

It is the policy of the Library to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by federal, state or local law. (Please initial here.) _____

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, and I also release the employer from all liability that might result from making an investigation. (Please initial here.) _____

If hired, I agree to abide by all of the Library rules and regulations and understand that, if employed my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the Library or me. I further understand that no representation, whether oral or written by the Library shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies procedures, benefits, or other terms or agreements for employment for any specified period of time or to make any changes in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the governing body or to make any agreement contrary to the foregoing. (Initial here.)_____

I understand that this application is good only for one hundred eighty (180) days from today's date. If I still desire a position with the Library after this application expires, it will be my responsibility to fill out a new application. (Please initial here.) _____

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me. _____

Signature

Date
