

# Employment Application

## Boone County Library

*Please complete both sides and attach your resume*

Position: \_\_\_\_\_ PT \_\_\_\_ FT \_\_\_\_

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Education

*A High School Diploma or Equivalent is Required.*

Give names of schools and degrees earned:

High School or GED: \_\_\_\_\_ Highest Grade: \_\_\_\_\_

College (s): \_\_\_\_\_

\_\_\_\_\_

### Skills

Dewey Decimal System Yes \_\_\_\_ No \_\_\_\_

Filing Yes \_\_\_\_ No \_\_\_\_

Computer Yes \_\_\_\_ No \_\_\_\_

Internet Yes \_\_\_\_ No \_\_\_\_

Are you related to anyone now working at the library? Yes \_\_ No \_\_ If so, who? \_\_\_\_\_

### Experience

Last or Current Employer: \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Left \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Left \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Left \_\_\_\_\_

Phone Number \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

# References

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

## Additional Information:

Foreign Language Yes \_\_\_\_ No \_\_\_\_ If so, what language \_\_\_\_\_

Any convictions under any criminal law as an adult? Yes \_\_\_\_ No \_\_\_\_ *(Note: a criminal conviction does not automatically disqualify you.)*

Any convictions under any misdemeanor law as an adult? Yes \_\_\_\_ No \_\_\_\_ *(Note: a misdemeanor conviction does not automatically disqualify you.)*

Are you a U.S. Citizen? Yes \_\_\_\_ No \_\_\_\_

Please use this space for any additional remarks you may have regarding your qualifications:

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### **Applicant: READ BEFORE SIGNING AND SUBMITTING APPLICATION**

Proof of citizenship or immigration status is required upon employment

I agree to furnish any additional information and/or submit to oral, written or physical examination as may be required to complete the employment file.

It is agreed and understood that this application for employment does not obligate the library to employ me. Further, I understand and agree that, if employed, my employment is at will only and no term of definite duration. I also understand and agree that either I or the Boone County Library may terminate the employment relationship at any time.

This certifies that this application was completed by me, the undersigned, and that all entries and information on it are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for in this application, in any supplement thereto, or in any library records will be sufficient grounds for not employing me, or will be cause for immediate dismissal without notice at any time during my employment.

We appreciate your interest in our library. Your qualifications will be given careful consideration. It is our policy to provide each individual equal opportunity in all aspects of employment regardless of sex, color, age, religion, national origin or an otherwise qualified individual with a physical or emntal impairment that limits a major life activity.

**If hired, new employee will be required to submit a Background Check within 14 days.**

Duties at the library may vary; however, our prime concern is your ability to work with the public. You will have daily contact with many people and must be able to cope well with the varied personalities of library patrons.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_