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Morrill Public Library

431 Oregon St.

Hiawatha, KS 66434

785-742-3831

director@hiawathalibrary.org

**EMPLOYMENT APPLICATION**

## 

**Answer all questions.** If more space is needed to answer questions completely, attach a separate sheet. Notify the library promptly if your address or telephone number changes. A resume may be attached but does not replace completing the application.

**Consideration of your application depends on the following**:

1. The completed application must be received by the deadline date and time.
2. Failure to disclose felony or misdemeanor convictions will result in disqualification for further employment consideration.

The Morrill Public Library considers all applicants for promotion without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. The library also provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.

Position applying for: Date Available To Start:

Name:

(Last) (First) (Middle)

Residence Address:

(Number, Street, Apt No.) (City) (State) (Zip Code)

Home Telephone Number: Work Telephone Number:

Have you ever been convicted of a felony or misdemeanor (such as MIP)? Yes No If yes, please explain:

(A conviction will not necessarily be a bar to employment. The nature and circumstances of a conviction will be

considered in any employment related decision)

Are there any felony charges pending against you? Yes No If yes, please explain:

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School | Name and Address of School | Course of Study | Circle Last Year Completed | Did you Graduate? | Diploma or Degree Received |
| High  School |  | n/a | 9 10 11 12 | yes  no |  |
| College |  |  | 1 2 3 4  5 6 7 8 | yes  no |  |
| Other  (Specify) |  |  | 1 2 3 4  5 6 7 8 | yes  No |  |

**WORK HISTORY** Start with your most recent position and work back. In the space below, give your complete record of employment. You **must completely** fill out this section even if attaching a resume. Describe in detail the work you performed. (If you need more room to complete your prior work history, use additional sheets of paper.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of employment | State your exact title,  then describe your duties | Employer Name, Address & Phone Number | Name of Supervisor & Title | Reason for Leaving |
| From  mo/yr:  To  mo/yr: |  |  |  |  |
| From  mo/yr:  To  mo/yr: |  |  |  |  |
| From  mo/yr:  To  mo/yr: |  |  |  |  |
| From  mo/yr:  To  mo/yr: |  |  |  |  |

**MILITARY SERVICE RECORD** Have you ever served in the U.S. Armed Forces? Yes No

List duties in the Service, including special training that is relevant to the position for which you have applied:

# COMPUTER SKILLS

Please list any computer or technology skills you have (e.g. Microsoft Office, internet use, tablets, eReaders):

# JOB SKILLS

Please list experiences, skills, or abilities that you feel especially qualify you for this position (refer to position description if necessary). Please include experience working with children, if any.

**PERSONAL REFERENCES** (excluding relatives)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Occupation | Dates Known | Address | Telephone Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I understand that, if I am appointed to this position, I will, now and in the future, be subject to all polices, procedures, rules and regulations of the Morrill Public Library.

I certify that the facts set forth in this Application of Employment, in my resume and in the other materials I have submitted are true and complete.

**Signature: Date:**

**RETURN TO:** Morrill Public Library, 431 Oregon St., Hiawatha, KS 66434

ATTN: Jenny Marr, Director

Fax: 785-742-2054 E-mail: director@hiawathalibrary.org

**Interviews will be scheduled as applications are received.**

**Preference will be given to applications received by Friday, July 18, 2014.**

**THE MORRILL PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 07/14