

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 policies, 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: Director

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

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