



MORRILL PUBLIC LIBRARY

431 Oregon Street | Hiawatha, KS | 785.742.3831 | morrill@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: _____

Email: _____

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	yes No	
			5	6	7	8		

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 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

MORRILL PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER