

APPLICATION FOR EMPLOYMENT



An Equal Opportunity Employer

PERSONAL INFORMATION *Incomplete information could disqualify you from further consideration.*

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you a U.S. citizen or eligible to work in the U.S? Yes No

Do you have a valid KS Driver's License yes no

and good driving record? Yes No

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? Yes No

A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered. **If yes**, please provide details (dates and location for all convictions)

Have you ever been terminated from employment or asked to resign by an employer?

Yes No

If yes, please provide company names and details

Can you work : Overtime weekends Days Evenings

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation and able to lift 50 pounds? Yes No

EMPLOYMENT DESIRED:

- Adult Circulation Shelver, Adult Services Shelver, Youth Services
 Youth Services Clerk Information Services Tech Center
 Part-time only Full-time only Other _____

Are you currently employed? _____ If so may we contact your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk In Advertisement Referral Other

Have you ever worked for The Salina Public Library before? Yes No
 Explain _____

EDUCATIONAL BACKGROUND

| EDUCATION | Name and location of school | No. of yrs. Attended | Did you graduate | Degree Awarded |
|--|-----------------------------|----------------------|------------------|----------------|
| High School | | | | |
| College or University | | | | |
| Trade, Business or Correspondence School | | | | |

EMPLOYMENT HISTORY Include your employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Name of Employer _____ Address _____
 Supervisor _____ Phone _____
 Dates of Employment: From _____ To _____
 Position _____ Full or Part Time _____
 Rate of Pay _____ Reason for Leaving _____

Name of Employer _____ Address _____
Supervisor _____ Phone _____
Dates of Employment: From _____ To _____
Position _____ Full or Part Time _____
Rate of Pay _____ Reason for Leaving _____

Name of Employer _____ Address _____
Supervisor _____ Phone _____
Dates of Employment: From _____ To _____
Position _____ Full or Part Time _____
Rate of Pay _____ Reason for Leaving _____

Name of Employer _____ Address _____
Supervisor _____ Phone _____
Dates of Employment: From _____ To _____
Position _____ Full or Part Time _____
Rate of Pay _____ Reason for Leaving _____

Name of Employer _____ Address _____
Supervisor _____ Phone _____
Dates of Employment: From _____ To _____
Position _____ Full or Part Time _____
Rate of Pay _____ Reason for Leaving _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes,

explain. _____

Computer Skills (please describe): _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

| Name | Address, Phone, Email | Company | Years Acquainted |
|------|-----------------------|---------|------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Please read carefully before signing.

The Salina Public Library is an equal opportunity employer. The Salina Public Library does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Salina Public Library to hire me. If I am hired, I understand that either The Salina Public Library or I can terminate my employment at any time and for any reason, with or without cause and without prior notice.

I attest with my signature below that I have given to The Salina Public Library true and complete information on this application. No requested information has been concealed. I authorize The Salina Public Library to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal. I authorize The Salina Public Library to conduct a criminal history background check and I release The Salina Public Library from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

Date _____ Signature _____