

# KENT County Public Library

## Employment Application

Complete one application for each position for which you are applying. Please prepare carefully. Evaluation of this application is part of the selection process. Applications of those not hired will not be kept after the position is filled. You must re-apply for any future positions.

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle Social Security #*

Current address: \_\_\_\_\_  
*Number Street City State Zip*

Home telephone number: \_\_\_\_\_ Office telephone number: \_\_\_\_\_

Exact title of position for which you are applying : \_\_\_\_\_

Are you applying for: (Check one)

Regular full-time employment (37.5 hrs/wk) \_\_\_\_\_ Part-time employment \_\_\_\_\_

Substitute employment \_\_\_\_\_

Have you applied previously for a position with the Kent County Public Library system? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do you have any relatives including in-laws, members of your immediate family, or members of your extended family currently working for the Kent County Public Library? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes: Name \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Conviction of a crime is not an ultimate bar to employment - all circumstances will be considered.)

If so, what was the conviction for? \_\_\_\_\_

Can you provide proof, if hired, that you are eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date available for employment: \_\_\_\_\_

### WORK EXPERIENCE

List all previous employment beginning with the most recent

Employment Date: From (Mo./Yr.) \_\_\_\_\_ To (Mo./Yr.) \_\_\_\_\_ Type of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Summer \_\_\_\_\_ Other \_\_\_\_\_

Nature of business: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Employer Address: \_\_\_\_\_

Position held \_\_\_\_\_ Supervisor: \_\_\_\_\_

List responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employment Date: From (Mo./Yr.) \_\_\_\_\_ To (Mo./Yr.) \_\_\_\_\_ Type of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Summer \_\_\_\_\_ Other \_\_\_\_\_

Nature of business: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Employer Address: \_\_\_\_\_

Position held \_\_\_\_\_ Supervisor: \_\_\_\_\_

List responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### EDUCATION

	Name and Address	From (Mo/Yr)	Date Diploma/Degree/Certificate awarded	Major
High School				
College or University				
Other				
Other				

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### Special Skills

Indicate special skills (i.e. computer, business machines, typing [wpm], shorthand, sign language, foreign language)

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### REFERENCES

Business or professional references only. Please do not list relatives.

Name & Address	Phone	Occupation	Years Known
1.			
2.			
3.			

I hereby authorize the Kent County Public Library to investigate any and all statements made in this application and to provide other employment data relating to job performance as requested. I release the Kent County Public Library from any liability arising from disclosure, either by or to the Kent County Public Library, of any information pertaining to me, which is obtained during an investigation. I understand that this application is not a contract of employment. Falsification or misrepresentation of the information submitted on this application could result in the disqualification of the application from further consideration for employment, or if the applicant has been hired, could result in his/her discharge from employment.

Date \_\_\_\_\_ Signature \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

Make sure you have answered all questions on this form. If you have not filled it out completely, it may result in the rejection of this application.

The Kent County Public Library is an Equal Opportunity/Affirmative Action employer. The Library's policy is to treat all employees and applicants equally and without regard to their race, color, religion, sex, age, national origin, disability, status as a disabled veteran or veteran of the Vietnam Era. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.