

# 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.

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**Today's date:** \_\_\_\_\_ **Date available for employment:** \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

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

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Type of employment desired (check one):

Regular full-time (37.5 hrs/wk) \_\_\_\_\_ Regular part-time \_\_\_\_\_ Substitute \_\_\_\_\_

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Have you previously applied for a position with Kent County Public Library? \_\_\_\_\_ If yes, when? \_\_\_\_\_

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

Do any of your relatives (including members of your immediate or extended family or in-laws) currently work for Kent County Public Library? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes: Name \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony, the record of which has not been expunged, 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? \_\_\_\_\_

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### 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: \_\_\_\_\_

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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	Date Awarded Diploma, Degree, or Certificate	Major
High School			
College or University			
Other			
Other			

**Special Skills**

Indicate special skills (i.e. foreign language, technology competencies, specialized knowledge relevant to specific job position)

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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, misrepresentation, or omission 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 ancestry, race, color, religion, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, religion, marital status, citizenship, national origin, disability, military status, or any other status protected under federal, state or local law. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.