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**Application for Employment**

|  |  |
| --- | --- |
| Last Name | First Name |
| Street Address | City/Zip |
| Phone: Soc. Sec. #:  | E-mail |

|  |  |
| --- | --- |
| Are you legally eligible for employment in the United States? | When are you available to start work? |
| Are you available to work scheduled daytime, evening, Saturday, and Sunday hours? |

**POSITION DESIRED**

For what position are you applying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Are you applying for: \_\_\_\_\_\_\_\_\_\_ full-time \_\_\_\_\_\_\_\_\_\_\_ part-time

**AVAILABILITY**

Are you willing to work:

 Days \_\_\_\_\_Regularly \_\_\_\_\_Sometimes \_\_\_\_\_Never

 Evenings \_\_\_\_\_Regularly \_\_\_\_\_Sometimes \_\_\_\_\_Never

 Saturdays \_\_\_\_\_Regularly \_\_\_\_\_Sometimes \_\_\_\_\_Never

What date would you be available to start employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education: List the school[s] you attended, degree, and year of graduation**

|  |  |  |
| --- | --- | --- |
| School | Degree Earned | Year Graduated |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Attach a separate sheet, if necessary

**Equipment: What is your experience/skill level with each of the following?**

|  |
| --- |
| Computer [word processing, etc.] 🞏 Low 🞏 Moderate 🞏 High |
| Internet [E-mail, WWW, etc.] 🞏 Low 🞏 Moderate 🞏 High 🞏 No |
| Copier 🞏 Low 🞏 Moderate 🞏 High |
| Laser Printer 🞏 Low 🞏 Moderate 🞏 High |
| FAX Machine 🞏 Low 🞏 Moderate 🞏 High |

**Work/Volunteer Experience: Attach additional pages, if necessary.**

**List experience in reverse chronological order, starting with your current job.**

|  |  |
| --- | --- |
| Employer or Organization | What were your duties? Why did you leave? |
| Start & end dates |
| Number of hours worked per week  |
| Supervisor’s Name & Phone Number | May we contact your supervisor if you are a finalist for the position? |

|  |  |
| --- | --- |
| Employer or Organization | What were your duties? Why did you leave? |
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| Supervisor’s Name & Phone Number | May we contact your supervisor if you are a finalist for the position? |

|  |  |
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| Employer or Organization | What were your duties? Why did you leave? |
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| Supervisor’s Name & Phone Number | May we contact your supervisor if you are a finalist for the position? |

**Professional References: List and provide contact information for three individuals who are familiar with your skills, knowledge, abilities, and work ethic. Please do NOT list relatives/friends.**

|  |  |
| --- | --- |
| Name | Phone # |
| How does this person know you? |

|  |  |
| --- | --- |
| Name | Phone # |
| How does this person know you? |

|  |  |
| --- | --- |
| Name | Phone # |
| How does this person know you? |

Do you hold a valid Kentucky driver’s license? \_\_\_\_\_\_\_yes \_\_\_\_\_\_\_\_\_\_no

**Criminal Background Disclosure**

1. Have you ever been convicted of a crime? 🞏 Yes 🞏 No

 If yes, attach a separate sheet detailing date, place, and nature of each conviction.

2. I hereby authorize Bell County Public Library District to conduct a background inquiry on me. I understand that an offer of employment may be contingent on the successful outcome of this background check.

 🞏 Yes 🞏 No

***Please read carefully before signing – Incomplete or unsigned applications will not be considered.***

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Bell County Public Library District.

I agree that if I am employed by the Bell County Public Library District my employment may be terminated at any time without liability except such wages/benefits as may have been earned at the date of such termination. I further understand and acknowledge that this is an application for employment, that no employment contract is being offered and that if I am employed such employment is for an unspecified period of time and that the library can change hours, wages, benefits, and conditions at any time.

I understand and agree that all information furnished in this application may be verified by the Bell County Public Library District. I also understand that any employment is subject to a satisfactory check of references. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organizations to give the library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the library from any liability for any claim or damage that may result.

I understand that only finalists for this position will be contacted.

Signature Date