

WAKEENEY PUBLIC LIBRARY Employment Application

WaKeeney Public Library is committed to providing an environment of mutual respect, where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, national origin, age, military and veteran status, or any other characteristic protected by law.

Full name: _____ Date: _____
Last *First* *M.I.*

Address: _____ Phone: _____
Street address *Apt/Unit #*

_____ Email: _____
City *State* *Zip Code*

Date Available: _____ Desired salary: _____ \$

Position applied for: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain? _____

EDUCATION:

HIGH SCHOOL:
 From: _____ To: _____ Did you graduate? Yes No Diploma: _____

COLLEGE:
 From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other Training:
 From: _____ To: _____ Did you graduate? Yes No Degree: _____

PREVIOUS EMPLOYMENT:

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference?

PREVIOUS EMPLOYMENT (Continued):

Company:

Phone:

Address:

Supervisor:

Job Title:

From:

To:

Responsibilities:

May we contact your previous supervisor for a reference?

Company:

Phone:

Address:

Supervisor:

Job Title:

From:

To:

Responsibilities:

May we contact your previous supervisor for a reference?

Company:

Phone:

Address:

Supervisor:

Job Title:

From:

To:

Responsibilities:

May we contact your previous supervisor for a reference?

OTHER SKILLS, ETC.

List any other skills or experience you would be able to use if you were hired for this position (i.e. proficiency with certain computer applications, creative hobbies, work with children, public speaking or performance experience).

REFERENCES:

Full name:	Relationship:
Company:	Phone:
Address:	Email:
Full name:	Relationship:
Company:	Phone:
Address:	Email:

DISCLAIMER AND SIGNATURE:

I certify that my answers on this application are true and complete and that I have not withheld anything which would, if disclosed, affect this application unfavorably. Omitted information or false or misleading information provided on this application form, or during the interview, may subject me to denial of employment or termination if later employed. I authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision.

I understand and acknowledge that any employment relationship with WaKeeney Public Library is "at will," which means that the employee may resign at any time and WaKeeney Public Library may discharge the employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically acknowledged in writing by an authorized executive of this organization.

If I am employed by WaKeeney Public Library, I agree to comply with all policies, procedures, and regulations.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date _____