**APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without discrimination based on race, color, religion, gender, national origin, military or veteran status, disability, genetic information or any other legally protected status.

(Please Print)

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for | | Date of Application | |
| How Did You Learn About Us?  🞏 Advertisement 🞏 Friend 🞏 Walk-In  🞏 Employment Agency 🞏 Relative 🞏 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Last Name First Name Middle Name | | | |
| Street Address | | | |
| City State Zip Code | | | |
| How May We Contact You? | | | Starting Pay Desired  $ |
| * Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| * E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Social Security Number  \_\_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_\_ |

**ELIGIBILITY FOR EMPLOYMENT**

If you are under 18 years of age, can you provide proof of your eligibility to work? 🞏 Yes 🞏 No

Have you ever filed an application with us before? 🞏 Yes 🞏 No If Yes, give date

Have you ever been employed with us before? 🞏 Yes 🞏 No If Yes, give date

Are you currently employed? 🞏 Yes 🞏 No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of citizenship or immigration status will be required upon employment.) 🞏 Yes 🞏 No

On what date would you be available to work?

Are you available to work: 🞏 Full-Time 🞏 Part-Time 🞏 Evenings 🞏 Weekends 🞏 Overtime

Are there days/times you cannot work for any reason? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently on “lay-off” status and subject to recall? 🞏 Yes 🞏 No

Can you travel if a job requires it? 🞏 Yes 🞏 No

Have you ever been involuntarily terminated from a job? 🞏 Yes 🞏 No

If Yes, please explain

Have you been convicted of a crime? 🞏 Yes 🞏 No

*Conviction will not necessarily disqualify an applicant from employment*.

If Yes, please explain

Are you currently bound by a noncompetition or trade secret agreement? 🞏 Yes 🞏 No

If Yes, please explain

Have you received a description of the job or been made aware of the essential functions of the job you are applying for, and do you understand the job requirements? 🞏 Yes 🞏 No

If No, please explain

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MAY WE CONTACT YOUR PRESENT EMPLOYER? 🞏 Yes 🞏 No | | | | | |
| *Please list below your last four employers beginning with the most recent:* | | | | | |
| **Most Recent Employer** | | City | | State | Zip Code |
| Position Held | Dates From/To | | Supervisor | | Phone |
| Job Duties | | | | | |
| Reason for Leaving | | | | | |
| **Employer** | | City | | State | Zip Code |
| Position Held | Dates From/To | | Supervisor | | Phone |
| Job Duties | | | | | |
| Reason for Leaving | | | | | |
| **Employer** | | City | | State | Zip Code |
| Position Held | Dates From/To | | Supervisor | | Phone |
| Job Duties | | | | | |
| Reason for Leaving | | | | | |
| **Employer** | | City | | State | Zip Code |
| Position Held | Dates From/To | | Supervisor | | Phone |
| Job Duties | | | | | |
| Reason for Leaving | | | | | |

**EDUCATION AND TRAINING**

|  | Name and Address  of School | Course of Study | Years  Completed | Diploma or  Degree Obtained |
| --- | --- | --- | --- | --- |
| High  School |  |  |  |  |
| Undergrad  College |  |  |  |  |
| Graduate  College |  |  |  |  |
| Other  (Specify) |  |  |  |  |

Have you completed any of the following certifications or degrees? (Indicate date completed)

🞏 Paraprofessional Certificate for Kentucky Libraries \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Undergraduate Level Library Science Degree (or similar) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Master of Library Science Degree (or similar) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When contacted you would be responsible for providing official transcripts from the college/university from which you received your degree.

**REFERENCES**

Please include name and phone number excluding family

|  |  |
| --- | --- |
| **NAME** | **PHONE NUMBER** |
| **1.** |  |
| **2.** |  |
| **3.** |  |

**WRITTEN ESSAY QUESTIONS**

On a separate sheet of paper, answer these questions thoroughly. Please type your answers and be cognizant of spelling and punctuation. Attach that sheet to this application. If you have a Resume, please attach that as well.

1. Why do you want to work at Bracken County Public Library?

2. In detail, describe why you are a good candidate for this position.

3. In detail, describe your customer service and computer skills experience.

4. Imagine that you are a library customer and you have just had a very positive library experience. List and briefly explain or describe three things that happened to make your experience such a positive one.

**DRIVING RECORD**

*Positions held at Bracken County Public Library may require travel from time to time, including both local and distance driving. If you would have a problem with this requirement, please indicate in the space provided below.*

|  |  |
| --- | --- |
| Do you have a valid driver’s license? | 🞏 Yes 🞏 No |
| **If YES**: Driver License Number: State of Issue: | |
| Have you been convicted of or pled guilty to any traffic-related offense within the past five years? | 🞏 Yes 🞏 No |
| Has your driver’s license been suspended or revoked or your driving privileges modified by a court of law? | 🞏 Yes 🞏 No |

**APPLICANT’S STATEMENT**

|  |
| --- |
| I certify that answers given herein are true and complete to the best of my knowledge.  I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  I hereby understand and acknowledge that, if hired, my employment relationship with this organization would be of an “AT WILL” nature, which means that the Employee may resign at any time and that the Employer may discharge the Employee at any time and for any or no reason. It is further understood that this “AT WILL” employment relationship may not be changed by any written document or by conduct.  In the event of employment, I understand that false, misleading or inaccurate information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant Date |