

### 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?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name		First Name	Middle Name
Street Address			
City		State	Zip Code
How May We Contact You?			Starting Pay Desired
<input type="checkbox"/> Home _____	<input type="checkbox"/> Work _____		\$
<input type="checkbox"/> Cell _____	<input type="checkbox"/> Other _____		
<input type="checkbox"/> 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 \_\_\_\_\_

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Have you been convicted of a crime?

Yes  No

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

If Yes, please explain \_\_\_\_\_

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Are you currently bound by a noncompetition or trade secret agreement?

Yes  No

If Yes, please explain \_\_\_\_\_

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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 \_\_\_\_\_

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**EMPLOYMENT HISTORY**

MAY WE CONTACT YOUR PRESENT EMPLOYER? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
<i>Please list below your last four employers beginning with the most recent:</i>			
<b>Most Recent Employer</b>		City	State
			Zip Code
Position Held	Dates From/To	Supervisor	Phone
Job Duties			
Reason for Leaving			
<b>Employer</b>		City	State
			Zip Code
Position Held	Dates From/To	Supervisor	Phone
Job Duties			
Reason for Leaving			
<b>Employer</b>		City	State
			Zip Code
Position Held	Dates From/To	Supervisor	Phone
Job Duties			
Reason for Leaving			
<b>Employer</b>		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) \_\_\_\_\_

Full-Time Positions require having and maintaining at least a Paraprofessional Certificate in Library Science, which will be paid for by your employer (classes are offered entirely online). Would you have objections to meeting this requirement?

- Yes  No

**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.
5. What is one thing that would improve this library? Why?

**SPECIALIZED SKILLS**

Please indicate your level of expertise with the following:

Fax Machine	No Experience	Willing to Learn	Have Sent Faxes Successfully
Secretary/Phone	Answering phones makes me nervous	Okay, I Guess; A Little Rusty	Call me Mr/Mrs Secretary!
E-mail	I don't have email	I have email but don't use it often	I use email daily and can send attachments
E-books	No experience	I can use e-Books on my own device, but nothing more	I can show others how to use and enjoy e-Books on multiple devices
Copy Machine	No experience	I can make copies	Can duplex, collate, and shrink/enlarge
Microsoft Windows 7	No experience	I use it at home for email and facebook	I can install software and use administrative features
Microsoft Windows 8	No experience	I use it at home for email and facebook	I can install software and use administrative features
Smart Phones/Tablets	No experience	I have an iphone or android device	My friends and family call me to help them set theirs up
Microsoft Word	No experience	Basic skills	Formatting, margins, tables, bulleted lists, i can do it all!
Microsoft Excel	No experience	Basic skills	I can apply mathematic functions, sort, and use advanced features
Microsoft PowerPoint	No experience	Basic skills	I can create an amazing presentation in no time
Microsoft Publisher	No experience	Basic skills	I can create fliers, pamphlets, etc easily
Networking	No experience	I can set up my router at home	I know the difference between a switch and router
Installing Software	No experience	I can install updates as long as there's no password involved	I can install updates, install software from download and disk, and know how to use administrator mode to avoid password hassles
Door Locks & Alarm Systems	I'm embarrassed to admit, locks drive me crazy	I can lock/unlock with doors but alarm systems make me nervous	Why are you asking this question, insert key, turn, open door. Duh.
Library Skills	No experience	I vaguely recall something about fiction vs non-fiction	I can Dewey all day long

**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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If YES:</b> Driver License Number:	State of Issue:
Have you been convicted of or pled guilty to any traffic-related offense within the past five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your driver’s license been suspended or revoked or your driving privileges modified by a court of law?	<input type="checkbox"/> Yes <input type="checkbox"/> 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