



**Application for Employment**

200 SW 1st St, Plainville, KS 67663

Phone: 785-434-2786

*We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and /or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.*

Last Name	First Name	Middle Initial	Date of Application
Address		City	State Zip
Telephone	How long have you lived at this address?		
Previous address	City	State	Zip
Position(s) applied for	Full or Part Time?		
If Part Time, what days/ hours available?		Rate of pay expected \$	per
Have you worked for us before?	If YES, when?		
List any relatives/friends working for us			
Indicate special qualifications or skills specific to the position			

**Employment History:**

<input type="checkbox"/>	Name of Company	Telephone	Salary	Employed
			Begin & End	From To MO/YR MO/YR
	Address City State Zip		Reason for leaving:	
Name & Title of Supervisor Title of Your Position				
<input type="checkbox"/>	Name of Company	Telephone	Salary	Employed
			Begin & End	From To MO/YR MO/YR
	Address City State Zip		Reason for leaving:	
Name & Title of Supervisor Title of Your Position				
<input type="checkbox"/>	Name of Company	Telephone	Salary	Employed
			Begin & End	From To MO/YR MO/YR
	Address City State Zip		Reason for leaving:	
Name & Title of Supervisor Title of Your Position				

**Education:**

Circle last grade completed – Grade 9 10 11 12 College 1 2 3 4 Masters \_\_\_\_\_ Doctorate \_\_\_\_\_

	Major Course Studied	Graduated (Y or N)
High School: Address:		
College: Address:		
Graduate School:		

List any scholarships, academic honors, awards or special achievements:

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**Personal References (not former employers or relatives):**

Name	Address	Phone Number

1. Do you have a legal right to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_
3. List any reason known to you why you might be unable to perform consistently and promptly any of the duties of the job. \_\_\_\_\_
4. Have you ever been disciplined or fired? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_
5. What did you like best about your most recent job?  
\_\_\_\_\_
6. What did you like least about your most recent job?  
\_\_\_\_\_
7. This position requires computer skills. List those in which you are fluent.  
\_\_\_\_\_
8. Describe your experience in working with the public.
9. Read and check each space and sign below:

\_\_\_\_\_ I hereby authorize the Plainville Memorial Library to contact prior employers to obtain any and all information related to my work performance.

\_\_\_\_\_ The information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statement will be considered as cause for possible dismissal.

\_\_\_\_\_ I have read the job description for the advertised position and know of no reason I cannot perform the tasks as outlined.

\_\_\_\_\_ I authorize the Plainville Memorial Library to conduct a background check and drug testing **after hiring**.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_