



APPLICATION FOR EMPLOYMENT

The Eudora Community Library is an Equal Opportunity employer.

Name: _____ Date: _____
 (last) (first) (middle)

Address: _____
 (number) (street) (city) (state) (zip code)

Phone: _____

Email: _____

Position applied for: _____

Available to work: ___ full time ___ part time ___ days ___ evenings ___ weekends

You will need a Social Security Number as a condition of being hired.

If your application is considered favorably, what date will you be available for work with the Library? _____

Have you ever been employed by the Library before? ___ yes ___ no

Do you have any relatives employed by the Library? ___ yes ___ no

If yes, please list names: _____

Are you authorized to work in the United States of America? ____yes ____no

EMPLOYMENT EXPERIENCE

(Please list present or most recent employer first)

Employer: _____ Phone #: _____

Address: _____
(number) (street) (city) (state) (zip code)

Position: _____ Supervisor: _____

Dates employed From: _____ To: _____ Start \$ _____ Final \$ _____

Reason for leaving: _____

Description of primary responsibilities:

Employer: _____ Phone #: _____

Address: _____
(number) (street) (city) (state) (zip code)

Position: _____ Supervisor: _____

Dates employed From: _____ To: _____ Start \$ _____ Final \$ _____

Reason for leaving: _____

Description of primary responsibilities:

Employer: _____ Phone #: _____

Address: _____
 (number) (street) (city) (state) (zip code)

Position: _____ Supervisor: _____

Dates employed From: _____ To: _____ Start \$ _____ Final \$ _____

Reason for leaving: _____

Description of primary responsibilities:

EDUCATION AND TRAINING

TYPE OF SCHOOL	NAME AND LOCATION	NO. YEARS COMPLETED	DIPLOMA/ DEGREE	COURSE OF STUDY
HIGH SCHOOL	_____	_____	_____	_____
COLLEGE/ UNIVERSITY	_____	_____	_____	_____
GRADUATE/ PROFESSIONAL	_____	_____	_____	_____
OTHER	_____	_____	_____	_____

Please describe any additional academic achievements or extracurricular activities:

ADDITIONAL QUALIFICATIONS

Please identify any additional knowledge, skills, qualifications, publications, or awards relevant to the applied for position that will be helpful to us in considering your application for employment (include special office, technical, and clerical skills):

REFERENCES

Please provide the name, email, and phone number of three additional references, other than present/former employers (no family members please):

- 1. _____
- 2. _____
- 3. _____

AGREEMENT

I certify that the statements made in this application are correct and complete to the best of my knowledge.

I understand that false or misleading information may result in termination of employment.

I authorize the Eudora Community Library to conduct a reference check so that a hiring decision may be made. In the event that the Library is unable to verify any reference stated on this application, it is my responsibility to furnish the necessary documentation.

_____ You may _____ You may not contact my present employer

_____ You may _____ You may not contact the schools I have attended for the release of my educational record

If you accepted for employment with the Eudora Community Library, I agree to abide by all of its policies and procedures.

I understand that this application is not intended to be a contract of employment.

Signature of Applicant

Date