



MORRILL PUBLIC LIBRARY

431 Oregon Street | Hiawatha, KS | 785.742.3831 | director@hiawathalibrary.org

EMPLOYMENT APPLICATION

Answer all questions. If more space is needed to answer questions completely, attach a separate sheet. Notify the library promptly if your address or telephone number changes. A resume may be attached but does not replace completing the application. The library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by applicable law. The library provides reasonable accommodations to qualified individuals with disabilities.

Position applying for: _____ Available Start Date: _____

Full Legal Name: _____
(Last) (First) (Middle)

Residence Address: _____
(Number, Street, Apt No.) (City) (State) (Zip Code)

Home Telephone Number: _____ Work Telephone Number: _____

Email: _____

Have you ever been convicted of a felony or misdemeanor (such as MIP)? Yes No If yes, explain:

(A conviction will not necessarily be a bar to employment. The nature and circumstances of a conviction will be considered in any employment related decision. **Failure to disclose felony or misdemeanor convictions will result in disqualification for further employment consideration.**)

Are there any felony charges pending against you? Yes No If yes, explain: _____

EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did you Graduate?	Degree Received
High School		n/a	9 10 11 12	yes no	
College			1 2 3 4 5 6 7 8	yes no	
Other (Specify)			1 2 3 4 5 6 7 8	yes no	

WORK HISTORY: Start with your most recent position and work back. In the space below, give your complete record of employment. **You must completely fill out this section** even if attaching a resume. (If you need more room to complete your prior work history, use additional sheets of paper.)

Dates of employment	Exact job title & duties	Employer Name, Address, & Phone Number	Name of Supervisor & Title	Reason for Leaving
From mo/yr: To mo/yr:				
From mo/yr: To mo/yr:				
From mo/yr: To mo/yr:				
From mo/yr: To mo/yr:				

MILITARY SERVICE RECORD: Have you ever served in the U.S. Armed Forces? Yes No

List duties in the service, including special training that is relevant to the position for which you have applied:

COMPUTER SKILLS: List any technology skills you have (Microsoft Office, eReaders, other software, etc.):

JOB SKILLS: Please list experiences, skills, or abilities that you feel especially qualify you for this position (refer to position description if necessary).

PERSONAL REFERENCES: (exclude relatives)

Name and Occupation	Dates Known	Address	Telephone Number

I understand that, if I am appointed to this position, I will, now and in the future, be subject to all policies, procedures, rules and regulations of Morrill Public Library.

I certify that the facts set forth in this Application of Employment, in my resume and in the other materials I have submitted are true and complete.

Signature: _____ **Date:** _____

RETURN TO:

Morrill Public Library, 431 Oregon St., Hiawatha, KS 66434

ATTN: Director

Fax: 785-742-2054

E-mail: director@hiawathalibrary.org

MORRILL PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER