



PO Box 389 / 317 Maple St.
 Overbrook, KS 66524
 785-665-7266 Fax 785-665-7973
<http://overbrook.mykansalibrary.org>

Employment Application

We are an equal opportunity employer. It is our policy that all applicants be considered solely on the basis of qualifications and ability without regard to race, religion, color, sex, age, national origin, disability, or veteran status. Please complete the application in its entirety and answer all questions completely. A resume may be attached to provide additional supporting information. Incomplete job applications may not be given consideration for employment. Applications are kept on file for 30 days from the applicant signature date.

POSITION _____ DATE _____

NAME Last _____ First _____ MI _____

ADDRESS Street _____ City _____ State _____ Zip _____

PHONE _____ ALT. PHONE _____ E-MAIL _____

Availability for work? Full-time Part-time On-call Date available for work: _____

Have you been previously employed here? Yes No If yes, list date & position: _____

Did you work for any employers or attend any schools under a different name than above? Yes No

If yes, which employer or school and under which name(s) _____

Are you legally authorized to work in the United States? Yes No
Proof of citizenship or employment eligibility will be required for employment.

Employment History

Please begin by listing information from your most recent employer. If attaching resume, please DO NOT indicate "see resume" but complete employment history in its entirety.

EMPLOYER	PHONE	DATES EMPLOYED
ADDRESS		YOUR JOB TITLE
CITY	STATE ZIP	SUPERVISOR NAME
DUTIES (LIST)		MAY WE CONTACT YOUR SUPERVISOR AS A REFERENCE?
REASON FOR LEAVING		

EMPLOYER	PHONE	DATES EMPLOYED
ADDRESS		YOUR JOB TITLE
CITY	STATE ZIP	SUPERVISOR NAME
DUTIES (LIST)		MAY WE CONTACT YOUR SUPERVISOR AS A REFERENCE?
REASON FOR LEAVING		

Check here if you have other work-related or volunteer experience that is applicable to the position applied for. Please attach additional information (resume, etc.).

Educational Information

Name of Institution (include city/state)	Did you graduate?		Degree/Diploma/Cert./GED	Major/Minor
HIGH SCHOOL	YES	NO		
COLLEGE	YES	NO		
COLLEGE	YES	NO		
OTHER	YES	NO		

Special Skills & Qualifications

Indicate below any experience, special training, skills, licenses, or certifications not provided in other parts of this application that may assist you in performing the position for which you are applying: _____

Please list below your skills in working with office and/or other equipment by listing the various types.

Please list below your computer skills by listing any software, hardware, e-mail, Internet, word processing, spreadsheets, and other computer skills that apply.

Office, Maintenance & Library Equipment Skills	Years of Experience	Hardware/Software Skills	Years of Experience

References

Please list three business/work/professional references below, who are **not** related to you. If not applicable, list three school or personal references who are **not** related to you.

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	YEARS KNOWN

Applicant Statement

Please read carefully before signing

My signature below certifies that all information I have provided on this application or any attached document is complete, true and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration of employment, or may result in my immediate discharge from Overbrook Public Library's service, whenever it is discovered. I expressly authorize, without reservation, Overbrook Public Library, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume and/or job interview. I hereby waive any and all rights and claims I may have against Overbrook Public Library, its agents, employees or representatives for seeking, gathering and using information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that Overbrook Public Library does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. If I am hired, I understand that I am free to resign at any time, with or without prior notice, and that Overbrook Public Library reserves the same right to terminate my employment at any time without cause and without prior notice. This application does not constitute an agreement or contract for employment for any period or duration. I understand that a criminal history record check is required as a condition of employment. I understand that if I am extended an offer of employment that it may be conditioned upon my successfully passing a complete pre-employment screening.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Applicant Signature _____

Date _____