

APPLICATION FOR EMPLOYMENT
SEDALIA PUBLIC LIBRARY
311 W. Third St.
Sedalia, Missouri 65301
660-826-1314
FAX 660-826-0396

TO APPLICANTS: Sedalia Public Library is an equal opportunity employer. It is the policy of the Library to recruit, hire, and promote employees in a manner, which does not discriminate against any individual because of race, color, religion, national origin, sex, age or disability.

Date: _____

Position applying for: _____
Full Time ___ Part Time ___ Night ___ Sat. ___ Sun. ___

Clerical Applicants: Do you type? _____ WPM _____
Do you have computer training? _____

NAME _____
Last First Middle

ADDRESS _____
Street City State Zip

PHONE _____

Length of residency in the community _____ Social Security Number _____

Have you ever been employed by the Sedalia Public Library? _____
If yes, reason for leaving _____

Have you ever been convicted of a felony? _____ If yes, explain _____

(Conviction of a felony does not automatically bar employment with the Library. Case facts will be considered individually.)

EDUCATION

Circle highest grade completed: Elementary High School College Graduate School
1 2 3 4 5 6 9 10 11 12 1 2 3 4 1 2 3 4

NAME	LOCATION	DEGREE
HIGH SCHOOL _____		
COLLEGE _____		
GRADUATE SCHOOL _____		

Describe any other training or education: _____

Any additional information or comments: _____

EMPLOYMENT RECORD

List last three employments beginning with most recent:

Name of Company: _____ Address: _____

City, State, Zip: _____ Phone: _____

Employed: FROM _____ TO _____

Type of work: _____

Reason for leaving: _____

Name of Company: _____ Address: _____

City, State, Zip: _____ Phone: _____

Employed: FROM _____ TO _____

Type of work: _____

Reason for leaving: _____

Name of Company: _____ Address: _____

City, State, Zip: _____ Phone: _____

Employed: FROM _____ TO _____

Type of work: _____

Reason for leaving: _____

Are you presently employed? _____ May we contact your present employer? _____

REFERENCES

Name	Address	Phone

To the best of my knowledge, I certify that the information in this application is accurate and complete. I understand that any misrepresentation or omission of information made by me in this application will be sufficient cause for immediate discharge regardless of length of employment. Applicants may request any needed accommodation to participate in the application process.

In consideration of my employment, I agree to conform to the policies and procedures of the Sedalia Public Library. Any employment and compensation can be terminated or changed with or without cause, and with notice at any time, at the option of the Sedalia Public Library.

I hereby authorize the Sedalia Public Library to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such confident information. I further agree that the Sedalia Public Library may furnish like information to those with whom I may hereafter seek employment and hereby agree to save Sedalia Public Library free and harmless from any and all liability thereof.

Signature of Applicant

Date