

APPLICATION FOR EMPLOYMENT

Instructions: Please complete this application for employment accurately and sign the statement on the following page. Answers should be neatly printed in ink or typed. Failure to supply all requested information may result in the rejection of your application. Attach additional sheets if necessary.

Qualified applicants will be considered for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, disability, genetic information, marital status, veteran status, or any other legally protected status.

Position for which you are applying (please list only one position per application): _____

Personal Information:

NAME (Last, first, middle): _____ Today's date: _____

HOME ADDRESS: _____

CELL PHONE: _____ HOME PHONE: _____

Are you at least 16 years of age? Yes No Do you have a valid Missouri driver's license? Yes No

Do you have a valid commercial driver's license? Yes No

Are you authorized to lawfully work in the United States of America? Yes No

If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.

Do you believe you are able to perform the general duties and essential functions listed in the job description for this position, with or without reasonable accommodation? Yes No If "No," please explain: _____

NOTE: Applicants may be required to demonstrate their ability to perform the essential functions of the positions for which they are being considered.

Are you available to work (check all that apply): Full Time Part Time Temporary

What days and hours are you available to work? _____

When are you available to begin work? _____ List acceptable wage/salary range: _____

Have you previously been an employee of the St. Joseph Public Library? Yes No If "Yes," when? _____

Please list the name and relationship of any present St. Joseph Public Library employee and/or trustee to whom you are related by birth or marriage (if none, please indicate none): _____

Have you been convicted of a felony, or pled nolo contendere (no contest) to a felony; or pled guilty to a felony within the last seven years? Yes No

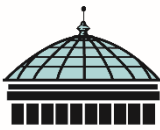
Answering "Yes" to this question does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of violation, and rehabilitation will be taken into account.

If "Yes," please explain: _____

Special Skills & Qualifications:

Can you type? Yes No Estimated WPM: _____

What languages do you speak, read, and/or write fluently? _____



St. Joseph Public Library

927 Felix Street
St. Joseph, MO 64501-2799
Telephone: (816)232-7729
<http://sjpl.lib.mo.us>

Please note any experience, special training, skills, licenses, or certifications not listed elsewhere that may assist you in performing the position for which you are applying: _____

Education:

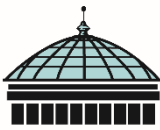
School Name and Location	Years Completed (circle)	Graduated?	Course of Study/Major/Degree
High School:	9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University:	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional:	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

NOTE: You may attach a description of any honors earned, specialized training, apprenticeships or any other knowledge, skills, abilities, education, or experience acquired which you believe will be helpful to us in considering your application.

Employment Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap/disability or other protected status.

- Employer _____ Dates employed: from _____ to _____
Address _____ Telephone number(s) _____
Your job title _____ Supervisor's name _____
Hourly rate/Salary: Starting _____ Final _____ Reason for leaving: _____
Describe work performed: _____
- Employer _____ Dates employed: from _____ to _____
Address _____ Telephone number(s) _____
Your job title _____ Supervisor's name _____
Hourly rate/Salary: Starting _____ Final _____ Reason for leaving: _____
Describe work performed: _____
- Employer _____ Dates employed: from _____ to _____
Address _____ Telephone number(s) _____
Your job title _____ Supervisor's name _____
Hourly rate/Salary: Starting _____ Final _____ Reason for leaving: _____
Describe work performed: _____



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Address _____ Telephone number(s) _____
Your job title _____ Supervisor's name _____
Hourly rate/Salary: Starting _____ Final _____ Reason for leaving: _____
Describe work performed: _____

Please explain fully any gaps in your employment history: _____

May we contact your present employer? Yes No

Professional References:

Please provide the names, addresses and telephone numbers of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Applicant's 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 falsification, misrepresentation in any respect, or omission of facts on this application or any attached document may be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. I expressly authorize, without reservation, St. Joseph Public Library ("SJPL") 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 SJPL relating to seeking, gathering and using such information and all other persons, corporations, or organizations for furnishing such information.

I further understand that this application does not constitute an agreement nor contract for employment for any period or duration. If I am hired, I understand that my employment will be "at-will," meaning that I will be employed for an indefinite period and free to resign at any time, with or without prior notice, and that SJPL reserves the same right to terminate my employment at any time without cause and without prior notice. I understand that no representative of SJPL is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Director of SJPL. I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by SJPL.

I further understand that a pre-and/or post-employment drug screen test, a criminal history record check, and/or physical capacity testing may be required as a condition of employment. If I am extended an offer of employment, I understand that it may be conditioned upon my successfully passing a complete pre-employment screening.

Signature: _____ Date: _____

NOTE: All applications will be kept in the current file for three years, and then discarded. Applications may be updated and reused any time before the end of the three years. Applications on file are not automatically reviewed for future vacancies. In order to be considered for future advertised positions, applicants will need to advise the Director's office of the St. Joseph Public Library.

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE ST. JOSEPH PUBLIC LIBRARY