

Northwest Kansas Library System

#2 Washington Square
Norton, KS 67654
785-877-5148

Application for Employment

ATTN: Incomplete applications will not be processed

Personal Data

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____ Cell: _____

Email Address: _____

Driver's License # and State: _____

Are you under 18 years of age? Yes No

If employed, can you provide proof of legal eligibility for employment in the U.S. within three business days of the date employment begins? Yes No

Have you been convicted of a felony in the past 7 years? Yes No

If yes, please explain. _____

Educational Data

Education	Name/Location	Number of Years Completed	Did you graduate?	Diploma/Degree	Major or Course of Study
High School					
Vocational, Tech, etc.					
College					
Graduate School					
Other					

**Northwest Kansas Library System is an Equal Opportunity Employer and welcomes employees without regard to race, color, religion, national origin, sex, age or qualified disabilities. If you have questions regarding services or accommodations for employees with disabilities, please contact the System Director.

Answer each question completely. Do not put "See resume" for any section other than a description of duties. List work history including part-time, temporary, self-employment and military service **beginning with your present or most recent position.**

Name of Company: _____ Address, City State, Zip _____

Starting Date: Month _____ Yr _____ Entry Job Title: _____ Salary: \$ _____ Per _____

Ending Date: Month _____ Yr _____ Ending Job Title: _____ Salary: \$ _____ Per _____

Describe your duties and responsibilities: _____

Name and Title of Supervisor: _____

May we contact this Employer? Yes _____ No _____ Telephone Number and/or email _____

Reason for Leaving: _____

Name of Company: _____ Address, City State, Zip _____

Starting Date: Month _____ Yr _____ Entry Job Title: _____ Salary: \$ _____ Per _____

Ending Date: Month _____ Yr _____ Ending Job Title: _____ Salary: \$ _____ Per _____

Describe your duties and responsibilities: _____

Name and Title of Supervisor: _____

May we contact this Employer? Yes _____ No _____ Telephone Number and/or email _____

Reason for Leaving: _____

Name of Company: _____ Address, City State, Zip _____

Starting Date: Month _____ Yr _____ Entry Job Title: _____ Salary: \$ _____ Per _____

Ending Date: Month _____ Yr _____ Ending Job Title: _____ Salary: \$ _____ Per _____

Describe your duties and responsibilities: _____

Name and Title of Supervisor: _____

May we contact this Employer? Yes _____ No _____ Telephone Number and/or email _____

Reason for Leaving: _____

Special Job-Related Skills and Qualifications

List any computer programs, equipment or office machines related to the position you are applying for that you are qualified to operate:

Rate your keyboarding (Typing) skills: ___ None ___ Beginner ___ Intermediate ___ Highly Proficient

Relate any additional information that more fully conveys your qualifications:

Other than English, list languages spoken and fluency level:

Seminars or other training:

References

Name: _____ Relationship: _____ Years Known: _____

Job Title: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____ Years Known: _____

Job Title: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____ Years Known: _____

Job Title: _____ Email: _____

Address: _____ Phone: _____

Applicant Read and Sign

I hereby state that the information given by me in this application and other employment documents is true in all respects. I agree that if I am employed, and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers and their agents to release information pertaining to my work record, my work habits and my work performance while in their employ, and to hold such employers and their agents harmless in relation to truthful information so provided. I also authorize the educational institutions, which I have entered on this application, to release information pertaining to my enrollment, GPA and degree(s) obtained.

I understand and agree that any employee handbook or policy manual that I may receive does not constitute an employment contract, but will be merely a gratuitous statement of NWKLS current policies which will not assure me of specific treatment in specific situations.

Signed: _____

Date: _____

Print/Type Name: _____