



Application for Employment

1409 Williams, Great Bend, KS 67530
 Phone: 620-792-2409 Fax: (620) 793-7270

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and /or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Last Name _____ First Name _____ Middle Initial _____ Date of Application _____

Address _____ City _____ State _____ Zip _____

Telephone _____ How long have you lived at this address? _____

Previous address _____ City _____ State _____ Zip _____

Position(s) applied for _____ Full or Part Time? _____

If Part Time, what days/hours available? _____

Have you worked for us before? _____ If YES, when? _____

List any relatives/friends working for us _____

Employment History:

Check box next to employer's name indicating those you do not wish us to contact.

<input type="checkbox"/>	Name of Company		Telephone		Salary	Employed	
					Begin & End	From	To
	Address	City	State	Zip	Reason for leaving:		
Name & Title of Supervisor		Title of Your Position					
<input type="checkbox"/>	Name of Company		Telephone		Salary	Employed	
					Begin & End	From	To
	Address	City	State	Zip	Reason for leaving:		
Name & Title of Supervisor		Title of Your Position					
<input type="checkbox"/>	Name of Company		Telephone		Salary	Employed	
					Begin & End	From	To
	Address	City	State	Zip	Reason for leaving:		
Name & Title of Supervisor		Title of Your Position					
<input type="checkbox"/>	Name of Company		Telephone		Salary	Employed	
					Begin & End	From	To
	Address	City	State	Zip	Reason for leaving:		
Name & Title of Supervisor		Title of Your Position					

Education:

Circle last grade completed – Grade 9 10 11 12 College 1 2 3 4 Masters _____ Doctorate _____

	Major Course Studied	Graduated (Y or N)
High School: Address:		
College: Address:		
Other:		

List any scholarships, academic honors, awards or special achievements:

Personal References (not former employers or relatives):

Name	Address	Phone Number

1. Do you have a legal right to work in the United States? Yes _____ No _____
2. Have you ever been convicted of a felony? Yes _____ No _____ If yes, explain _____
3. List any reason known to you why you might be unable to perform consistently and promptly any of the duties of the job. _____
4. Have you ever been disciplined or fired? Yes _____ No _____ If yes, explain _____
5. What did you like best about your most recent job? _____
6. What did you like least about your most recent job? _____
7. Describe your filing experience.
8. List the computer software you are fluent in.
9. Describe your experience in working with the public.
10. Describe your experience in answering the telephone for a business
11. How would you help someone in the library find the material they are looking for?
12. Read and check each space and sign below:

_____ I hereby authorize the Great Bend Public Library to contact prior employers to obtain any and all information related to my work performance.

_____ The information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statement will be considered as cause for possible dismissal.

_____ I have read the job description for the advertised position and know of no reason I cannot perform the tasks as outlined.

_____ I authorize Great Bend Public Library to conduct background check and drug testing.

Signature of Applicant _____ Date _____