



# Mercer County Public Library Application for Employment

<b>Identification</b>			
Name: Last	First	Middle	
Street Address			Daytime Telephone
City	State	Zip	Cellphone Number
Have you ever been known by any other name(s) that MCPL should know to verify information in this application?			
If yes, list name(s) and related employer, school or personal reference.			

<b>General Information</b>	<b>Yes</b>	<b>No</b>
Are you under the age of 18?		
Are you legally eligible for employment in the U.S.?		
Are you interested in full-time work?		
Part-time work?		
Can you work evenings and weekends?		
Do you hold a valid Kentucky driver's license?		
Have you ever been convicted of a felony or misdemeanor (other than speeding)?		
If yes, give date and location of conviction and describe the nature of the offense.		
Have you ever lived outside the state of Kentucky?		
If yes, list states and dates.		
Indicate Position for which you are applying.		

## Education

Training	Number of Years	Name and City	Did you Graduate? (Yes/No)	Major Course of Study
High School				
Business, Correspondence, or Vocational School				
College or University				
Graduate School				
Other Courses or Special Training				

Are you currently enrolled in school? Yes    No    Where?

Special Skills, Talents and Interests: (Computers, musical instruments, design, gardening, etc.)

Other information relevant to position you would like MCPL to know:

Do you currently hold Kentucky State Certification of Public Librarians? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type of certificate?

Expiration date:

## References (Other than Employers and Relatives)

Name:	Occupation:	Work phone: Home phone:
Street address	City, State, Zip	
Name:	Occupation:	Work phone: Home phone:
Street address	City, State, Zip	
Name:	Occupation:	Work phone: Home phone:
Street address	City, State, Zip	

## Employment History

(Please start with most recent employment first)

Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of pay:
Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of pay:
Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of pay:
Place of Employment:	Supervisor's Name:
Address:	Dates of Employment: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No)	Rate of pay:

## Personal Response

Please answer the following questions in the space provided.

What do you see as the role of the public library in a small community such as Mercer County?

Mercer County Public Library prides itself on quality service to its patrons. We work to maintain a friendly, helpful atmosphere, where any patron feels comfortable asking for help. How do you think you will fit into this environment?

As you look back over your past career and experiences, what were the most gratifying aspects?

I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and are made in good faith. I authorize you to make such investigations and inquiries of my personal and or /employment history as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Mercer County Public Library.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return to: Director Robin Ison, Mercer County Public Library, 109 West Lexington Street, Harrodsburg, KY 40330

**The Mercer County Public Library does not discriminate on the basis of race, religion, sex, national origin, age, or disability in employment or the provision of services.**