

# APPLICATION FOR EMPLOYMENT

Newton Public Library

720 N. Oak

Newton, KS 67114

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*

(PLEASE PRINT IN INK)

Position(s) Applied for				Date of Application	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)					

Do you meet the minimum 16 years of age for employment?

☐ Yes

☐ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:

☐ Full Time

☐ Part Time

If part time, specify days and hours available for work \_\_\_\_\_

Have you ever been employed with us before?

☐ Yes

☐ No

If Yes, give date: \_\_\_\_\_

Do you have a valid Kansas driver's license? \_\_\_\_\_

Are you related to any employee? \_\_\_\_\_

If so, state name and relationship \_\_\_\_\_

Have you been convicted of a crime?

☐ Yes

☐ No

If Yes, please explain \_\_\_\_\_

If you are hired, you must provide proof of authorization to work in the United States.

## REFERENCE

Give name, email address and telephone number of three references who are not related to you.

1.
2.
3.

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**EDUCATION:** List highest degree obtained, and/or current educational institution

Type of School	Name and Location of School	Dates Attended	Did you Graduate? Yes or No	Degree or Diploma

State any additional information you feel may be helpful to us in considering your application:

<b>EMPLOYMENT</b>	
1. Current or Most Recent Employer	Telephone (     )
Address	Employed – (State month and year) From                      To
Name of Supervisor	Weekly pay Start                      Last
Job Title  _____  _____	Reason for Leaving    May we contact them? Y / N
2. Additional Employer	Telephone (     )
Address	Employed – (State month and year) From                      To
Name of Supervisor	Weekly pay Start                      Last
Job Title  _____  _____	Reason for Leaving    May we contact them? Y / N

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I authorize the Newton Public Library to request my school records if necessary.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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