

PAUL SAWYIER PUBLIC LIBRARY

319 Wapping St. Frankfort, KY 40601

502-352-2665; fax 502-227-2250

www.pspl.org

EMPLOYMENT APPLICATION

Name _____ Phone _____

Address _____ E-Mail _____

Position applying for _____

Are you age 16 or older? YES NO. If no, state your age _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
Proof of citizenship or immigration status will be required upon employment.

Are you related to anyone currently employed by the Library or on the Library Board? YES NO
If yes, state name & relationship _____

EDUCATION:

	Name of school/location	Did you Graduate?	Degree/Major
High school	_____	_____	_____
Business/Trade	_____	_____	_____
College/University	_____	_____	_____
Graduate/Professional	_____	_____	_____

Please indicate any graduate or undergraduate library science courses you have taken: _____

PREVIOUS EMPLOYMENT:

Please start with most recent position.

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

Name of firm _____ Phone _____
Address _____
Position held _____ Dates of employment: from _____ to _____
Duties performed _____
Reason for leaving _____ Supervisor's name _____

(Continued on reverse)

PERSONAL REFERENCES:

(Please list persons not related to you)

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Summarize other special skills and qualifications acquired from employment or other experiences.

Have you ever been convicted of violating any law (omit minor traffic violations)? _____ YES _____ NO If yes, please list conviction(s), date(s) and place(s): (The presence of a criminal record is not an automatic rejection of the application.)

All employees of the Paul Sawyier Public Library are employed on an at-will basis.

I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that should an investigation at any time show at any time any falsification, I will not be considered for employment or if employed, falsification will be sufficient grounds for immediate discharge.

Signature of applicant _____ Date _____

I authorize the Paul Sawyier Public Library to contact employers and references listed above.

Signature of applicant _____ Date _____