



Jessamine County Public Library Application for Employment

Please answer all questions as completely as possible. The use of this application does not create a contract with the Jessamine County Public Library (JCPL), does not indicate that there are positions open, and does not guarantee an invitation to interview.

CONTACT INFORMATION

Date: _____

Name: _____ Email: _____ Phone: _____
(Last) (First)

Address: _____
(Street Address) (City/State/Zip)

REASONS FOR APPLYING AND AVAILABILITY

Position(s) sought: _____ Full-time Part-time

Salary requirement: _____ Date available to begin work: _____

Please write the hours that you are available to work each day. (For example, 8am-12pm.) Write "n/a" for any day you are unavailable.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available							

OTHER RELEVANT INFORMATION

Are you legally eligible for employment in the United States? Yes No

Do you have a current driver's license? Yes No

If you are less than 18 years of age, please give your age: _____

Have you ever been charged with a crime? Yes No (This information does not necessarily disqualify from consideration for employment.)

If yes, state the date, place, and nature of each charge: _____

Have you ever been known by any other name(s) which JCPL will need to know to verify any information in this application? Yes No

If yes, give name(s) and identify related school, employer, etc.: _____

Have you ever been employed by JCPL? Yes No If yes: Position: _____ Dates of Employment: _____

Does JCPL now employ any of your relatives? Yes No If yes: Name(s): _____ Relationship: _____

EMPLOYMENT HISTORY

List your current or most recent employer first and indicate a continuous record of employment for the last four employers (if applicable).

Employer	Address		Phone
Dates of Employment (Month/Year)	Starting Salary	Ending Salary	Supervisor
Job Title and Duties			Reason for Leaving
May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer	Address		Phone
Dates of Employment (Month/Year)	Starting Salary	Ending Salary	Supervisor
Job Title and Duties			Reason for Leaving
May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer	Address		Phone
Dates of Employment (Month/Year)	Starting Salary	Ending Salary	Supervisor
Job Title and Duties			Reason for Leaving
May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer	Address		Phone
Dates of Employment (Month/Year)	Starting Salary	Ending Salary	Supervisor
Job Title and Duties			Reason for Leaving
May we contact for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			

ADDITIONAL REFERENCES

Please list others (not related to you) whom we may contact to verify your work habits.

Name	Organization	Phone	How do you know this person?

EDUCATIONAL INFORMATION

Circle highest grade completed: K 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4+ Graduate School 1+

School Name	Location	Course of Study	Dates Attended	Degree

TRAINING AND SKILLS

List all current licenses and/or areas of certification not listed above: _____

List all equipment and types of computer software that you use proficiently: _____

List any other training, skills, aptitudes, and qualifications which you feel are relevant to the position you are seeking at the library: _____

Please write a brief paragraph stating why you would like to work at the library: _____

EQUAL OPPORTUNITY

It is the policy of JCPL to provide equal opportunity to all employees and applicants for employment. No person will be discriminated against because of race, religion, color, sex, age, national origin, sexual orientation, veteran status, or disability. It is JCPL policy to hire individuals solely upon the basis of their qualifications and ability to perform the job to be filled.

READ CAREFULLY BEFORE SIGNING

I certify that the information given by me in this application is true and complete. I acknowledge that any false information, misrepresentation, or concealment of fact is sufficient grounds for refusal of employment by JCPL or my immediate termination without recourse.

I acknowledge that this is an application for employment, that no employment contract is being offered, that if I am hired such employment is for an indefinite period of time, and that JCPL can change wages, benefits, and conditions at any time.

I understand that all employment at JCPL is “employment at will” and acknowledge that either JCPL or I may terminate the employment relationship immediately, without notice, at any time and for any reason, with no liability to JCPL except such wages as may have been earned at the date of termination.

I agree that all information furnished in this application may be verified by JCPL. I understand that any employment is subject to a satisfactory check of references and a criminal background check. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give JCPL all information relative to my employment, work habits, and character, and hereby release such individuals, organizations, and JCPL from any liability for any claim or damage which may result.

Applicant Signature: _____ Date: _____

WHAT HAPPENS AFTER I SUBMIT AN APPLICATION?

1. Your application will be kept on file for 90 days.
2. Supervisors who are hiring to fill an open position will review the pool of open applications.
3. If your application is selected, a JCPL supervisor will contact you to schedule an interview. Not all applicants will be selected for interview.
4. If you have not been called for an interview after 90 days, you must resubmit an application to be considered for future openings.