

**RAY COUNTY LIBRARY  
215 E. LEXINGTON  
RICHMOND, MO. 64085**

**APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date you can begin work: \_\_\_\_\_

Are you legally authorized to accept employment in this country? \_\_\_\_\_  
(Proof of citizenship or immigration status will be required upon employment.)

Are you related to anyone on the library staff or board? \_\_\_\_\_

If yes, whom? \_\_\_\_\_

**EDUCATION:**

School Name	Location	Degree or Hours Earned
<b>High School</b>		
<b>College</b>		
<b>College</b>		
<b>Other</b>		
<b>Other</b>		

**EMPLOYMENT HISTORY:**

Please list your previous employment and supervisory experience, beginning with your present employer. Include all employment experience for the past 10 years. If necessary, please attach additional sheet.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

Supervisor's name & title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates employed: \_\_\_\_\_ to \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Description of duties: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's name &amp; title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? \_\_\_\_\_

**REFERENCES:**

List the names, current address, and phone # of three persons not related to you, who can provide personal reference.

Name	Address	Phone

**EMPLOYEMENT QUESTIONS:**

1. Have you ever been convicted of or pleaded guilty or no contest to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than \$100.00.)  
\_\_\_\_\_

2. Has the Missouri Division of Family Services or similar agency in any other state or jurisdiction, ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child?  
\_\_\_\_\_

If the answer to either of the foregoing questions is “yes” please explain; use a separate sheet if necessary:

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I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ. I hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or work performance.

I understand and agree that if I am offered employment by the Ray County Library, my employment will be for no definite term and that either I or the Ray County Library will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice.

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

IT IS THE POLICY OF THE RAY COUNTY LIBRARY TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR HANDICAP.