

**RAY COUNTY LIBRARY
APPLICATION FOR EMPLOYMENT**

Please complete this application in full to be considered for employment. If you would like to provide additional information, such as a resume or cover letter, please enclose with this application. Applications are accepted via email at: library.director.rcl@gmail.com, and at the Ray County Library: 215 East Lexington St., Richmond, MO 64085. If you have questions, please call 816-776-5104.

Date: _____

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____

Email Address: _____

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? _____

Are you 14 years of age or older? YES ____ NO ____ (Note: You must be 14 years of age or older to work for the Ray County Library)

Are you 18 years of age or older? YES ____ NO ____ (Note: The Ray County Library conducts background checks on all new employees who are 18 years of age or older.)

EDUCATION:

School Name	Location	Degree or Hours Earned
High School		
College		
College		
Other		
Other		

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(s).

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 & title: _____

Reason for leaving: _____

May we contact this employer? _____

ADDITIONAL SKILLS:

Provide any additional information such as special skills, computer knowledge, training, management experience or other qualifications you feel will be helpful to us in considering your application:

REFERENCES:

List the names, relationship, phone number, and email address of three persons not related to you, who can provide a professional reference.

Name	Relationship	Phone	Email

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:

AVAILABILITY:

Please list all times that you are available to work:

Mondays _____ to _____ Tuesdays _____ to _____ Wednesdays _____ to _____

Thursdays _____ to _____ Fridays _____ to _____ Saturdays _____ to _____

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.