



1225 State St., Bowling Green, KY 42101

Phone: 270.781.4882

Fax: 270.781.7323

Web address: www.warrenpl.org

APPLICATION FOR EMPLOYMENT

(Note: Applications are kept on file for 90 days)

PERSONAL

Last Name		First	Middle	Date
Street Address			Home Phone	
City, State, Zip Code			Cell Phone	
Have you applied for employment with us in the past? If yes, month and year:			Yes	No
Position Desired:			Email:	
Are you interested in Full or Part Time work?			Full Time	Part Time
Preferred Work Location (Select all that apply)			Can you work overtime if needed?	
Main Library Bob Kirby Branch Graham Drive Community Library Smiths Grove Branch			Yes	No
If Part Time, what days and hours are you available?			What date can you begin work?	
Are you legally eligible to work in the United States?			Yes	No
Are you at least 18 years of age?			Yes	No
(If not yet 18, proof of age will be required)				
Please list any relatives working for us.				

EDUCATION

School	Name & Location of School	Course of Study	No. of Years Completed	Did you graduate?	Degree/Diploma
High School / GED				Yes No	
Business / Trade Technical				Yes No	
College or University				Yes No	
Graduate School				Yes No	

Warren County Public Library is an Equal Opportunity Employer

EMPLOYMENT

Please provide an accurate, complete record of employment. Begin with your current or most recent employer.

Company Name	Telephone
Address	Dates of Employment From: To:
Name of Supervisor	Rate of Pay Starting: Ending:
State job title and describe your responsibilities. _____ _____	
Reason for leaving:	May we contact this employer? Yes No

Company Name	Telephone
Address	Dates of Employment From: To:
Name of Supervisor	Rate of Pay Starting: Ending:
State job title and describe your responsibilities. _____ _____	
Reason for leaving:	May we contact this employer? Yes No

Company Name	Telephone
Address	Dates of Employment From: To:
Name of Supervisor	Rate of Pay Starting: Ending:
State job title and describe your responsibilities. _____ _____	
Reason for leaving:	May we contact this employer? Yes No

TRAINING & SKILLS

Please list computer software programs with which you are familiar:

Please list related work experience. Include certifications, seminars, workshops, special achievements, and skills (documentation may be requested):

REFERENCES

Please list three references with contact information. Please do not list relatives.

Name: _____ Phone: _____

Address: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____

Relationship: _____

Signature (Please read carefully)

The information provided in this Application for Employment is true, correct and complete to the best of my knowledge. If employed, I understand that any false or misleading information given in my application or interview(s) may result in my dismissal. I understand information concerning my employment history, education background and/or criminal record may be verified. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

By my e-signature below, I understand that electronic signatures are legally binding and have the same meaning as handwritten signatures.

Signature

Date