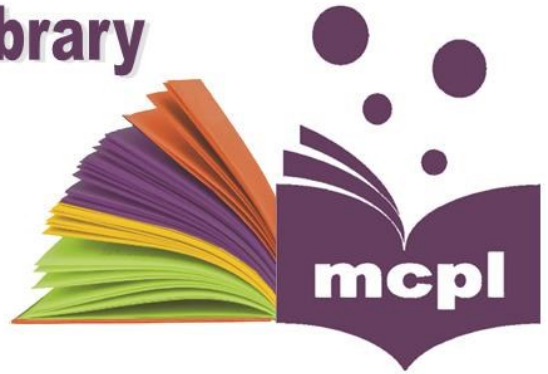


# marion county public library

## Application For Employment

201 East Main St. Lebanon, Kentucky 40033

Phone: 270-692-4698 [marioncpublic.org](http://marioncpublic.org)



Date: _____		DOB: _____	
Name: Last	First	Middle	
Street Address			Home Phone/Cell #
City	State	Zip	E-mail Address
Have you been known by any other names that MCPL should know to verify information on this application?		Circle: Yes	No
If yes, list all names and related employers, schools or references:			

General Information:	Yes	No
Are you under the age of 18?		
High School Applicants, What Year of School are you currently in? _____		
Are you legally eligible for employment in the U.S.?		
Are you interested in full time work?		
Part time work?		
Can you work evenings and weekends?		
Date able to start: _____		
Do you hold a valid Kentucky Drivers License?		
Have you been convicted of a felony or misdemeanor (other than speeding)?		
If yes, give date and location of conviction and describe the nature of the offense.		
<b>If under the age of 18 you must have a parent/guardian sign their acknowledgment of this application</b>	<b>Paren/Guardian</b>	<b>Phone #</b>
Parent/Guardian Name: _____ Signature: _____	Date: _____	_____

Have you ever lived outside the state of Kentucky?		
If yes, list states and dates.		
Indicate the position in which you are applying for.		

## Education/Experience

Training	Number of Years	Name and City	Did you Graduate? Yes/No	Major Course of Study
High School				
Business, Correspondence or Vocational School				
College/University				
Graduate School				

Courses, Special Training and/or Special Experience That Pertains To Libraries

Applicants with prior library experience are highly sought after and desired.

Are you currently enrolled in school?      Yes \_\_\_\_\_ No \_\_\_\_\_      Where?

Special Skills, Talents and Interests  
(Computers, musical instruments, design, gardening, art, etc.)

Other information you'd like the library to know about you?

Do you currently hold Kentucky State Certification of Public Librarians?      Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, What Level: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

### References (Other than Employers and Relatives)

Name of Reference (1):	Occupation of Reference:	Reference work phone: _____
		Reference home phone: _____

Reference Street Address: \_\_\_\_\_      City, State, Zip \_\_\_\_\_

Name of Reference (2):	Occupation of Reference:	Reference work phone: _____
		Reference home phone: _____

Reference Street Address: \_\_\_\_\_      City, State, Zip \_\_\_\_\_

Name of Reference (3):	Occupation of Reference:	Reference work phone: _____
		Reference home phone: _____

Reference Street Address: \_\_\_\_\_      City, State, Zip \_\_\_\_\_

## Employment History (Volunteer History)

(Please start with your most recent employment first)

Place of Employment/Volunteerism:	Supervisor's Name:
Address:	Date of Employment/Volunteerism: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No) _____	Rate of pay: _____
Place of Employment/Volunteerism:	Supervisor's Name:
Address:	Date of Employment/Volunteerism: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No) _____	Rate of pay: _____
Place of Employment/Volunteerism:	Supervisor's Name:
Address:	Date of Employment/Volunteerism: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No) _____	Rate of pay: _____
Place of Employment/Volunteerism:	Supervisor's Name:
Address:	Date of Employment/Volunteerism: From:                      To:
Position/Duties:	Reason for Leaving:
May we contact this employer? (Yes/No) _____	Rate of pay: _____

**Personal Response** (Please answer in the space provided)

**What do you feel is the role of the public library in a community such as Marion County?**

**Marion County Public Library prides itself on quality service to its patrons. We work to maintain a friendly, helpful atmosphere, where any patron feels comfortable asking for help. How do you think you'll fit into that environment? Is there anything that may hinder you from offering this type of service to the community?**

**Technology, social media and an online presence play a big role in how the library works. How comfortable are you with computers, accessing the internet and creating documents using computer resources and utilizing social media?**

**As you look back over your work career and life experiences, what are the most gratifying aspects? What have you enjoyed most and hope to do more of?**

(Please read and sign your verification of the following. Applicants under 18 must also have a parent/guardian read/sign)

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge and are made in good faith. I authorize MCPL to make such investigations and inquiries of my personal and/or employment history as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the Marion County Public Library.

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

Parent/Guardian Signature (If applies): \_\_\_\_\_ Date: \_\_\_\_\_

***Marion County Public Library does not discriminate on the basis of race, religion, sex, national origin, age, disability or otherwise in employment or the provision of services.***