

Morgan County Library

600 N Hunter • Versailles, MO 65084

Phone (573) 378-5319 • Fax (573) 378-6166 • www.morgancountylibrary.org

Please complete all sections of this application. This information will be used to determine your eligibility. If you are selected to participate in the interview process, you will be contacted. Résumés may be submitted in addition to this application. MCL is an equal opportunity employer.

Position(s) applying for _____ Date _____

CONTACT INFORMATION

Name _____
Last/First/Middle

Address _____
Street

City/State/ZIP code

Primary phone no. _____ Secondary phone no. _____

Email address _____

BACKGROUND INFORMATION

Have you ever worked under a different name? ☐ Yes ☐ No

If yes, list name(s) _____

Are you eligible for employment in the U.S.? ☐ Yes ☐ No

Are you at least 16 years of age? ☐ Yes ☐ No

Do you have a relative either employed by the MCL System or on the Library Board? ☐ Yes ☐ No

If yes, state name and relationship _____

Have you ever been employed by the library before? ☐ Yes ☐ No

If yes, state dates and job title(s) _____

Do you prefer ☐ Full-time ☐ Part-time Number of hours desired per week? _____

When will you be available to begin work? _____

List hours you are available: Weekdays _____ Evenings _____ Weekends _____

How did you learn of this opening? ☐ MCL employee ☐ MCL website ☐ MCL Facebook page
☐ Newspaper ☐ Other (explain) _____

EDUCATION & SKILLS

High School/GED

Name and location of school _____

Number of years completed _____ Graduated degree _____

College

Name and location of school _____

Number of years completed _____ Graduated degree and major _____

Other

Name and location of school _____

Number of years completed _____ Graduated degree and major _____

Check the boxes below that apply to your current skills.

Software

☐ Word Processing _____

☐ Spreadsheet _____

☐ Presentation _____

☐ Database _____

Operating Systems

☐ Microsoft Windows

☐ Apple OS X

Other Skills

☐ Typing _____ wpm

☐ Familiar with Internet

List other skills/qualifications including customer service _____

EMPLOYMENT HISTORY

Begin with most current position. Please include military service assignments and volunteer activities. Your application will not be considered unless it is filled out completely. You may include an additional employment history page if necessary.

Company/Organization _____

Address _____

Nature of business _____

Supervisor's name & title _____ Phone no. _____

Employment dates _____ to _____ ☐ Full-time ☐ Part-time ☐ Volunteer

Job title _____

Salary: starting _____ leaving _____

Duties and responsibilities _____

Reason for leaving _____

Company/Organization _____		
Address _____		
Nature of business _____		
Supervisor's name & title _____		Phone no. _____
Employment dates _____ to _____	☐ Full-time	☐ Part-time ☐ Volunteer
Job title _____		
Salary: starting _____		leaving _____
Duties and responsibilities _____		
Reason for leaving _____		

Company/Organization _____		
Address _____		
Nature of business _____		
Supervisor's name & title _____		Phone no. _____
Employment dates _____ to _____	☐ Full-time	☐ Part-time ☐ Volunteer
Job title _____		
Salary: starting _____		leaving _____
Duties and responsibilities _____		
Reason for leaving _____		

Company/Organization _____		
Address _____		
Nature of business _____		
Supervisor's name & title _____		Phone no. _____
Employment dates _____ to _____	☐ Full-time	☐ Part-time ☐ Volunteer
Job title _____		
Salary: starting _____		leaving _____
Duties and responsibilities _____		
Reason for leaving _____		

We may contact the employers listed on the previous page unless you indicate otherwise.

Do not contact employer number(s) _____

Reason _____

Have you ever been discharged or forced to resign from any position? ☐ Yes ☐ No

If yes, explain (include employer and year) _____

REFERENCES

List only references who have knowledge of your work-related abilities/skills. Do not include family members or personal friends if possible.

Name	Relationship	Telephone no.
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ CAREFULLY AND SIGN BELOW

I, the undersigned, state that the information in this application is true and complete. I understand that to falsify information, misrepresent information or make any omission is grounds for refusing to hire me, or for discharge should I be hired. The Morgan County Library (MCL) Board of Trustees is authorized, through its board members, officers, employees and/or agents, to investigate all statements made on this application.

I authorize MCL to make any investigation of my personal employment history and authorize any current or former employer, person, firm, corporation, school, credit agency, or government agency to provide to the Library any information they have concerning me. In consideration of the Library's review of this application, I release the Library, its board members, officers, employees and agents, as well as all providers of information, from any liability as a result of furnishing, receiving or soliciting this information.

I understand and agree that neither this application nor any offer of employment from MCL constitutes an employment contract. If an employment relationship is established, I understand that I, or MCL, may terminate my employment at any time for any reason. For all purposes, I will be an "at-will" employee.

Applicant's Signature _____ Date _____

The Morgan County Library does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation or other protected status.

FOR OFFICE USE ONLY

Received date _____ initials _____

Interview date _____ initials _____

Response date _____ initials _____