

**Library District No. 1, Miami County  
Application for Employment**

Please return applications to: Louisburg Library • 206 South Broadway  
Louisburg, KS 66053 • (913) 837-2217

*It is our policy to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, or marital status. Please fill out the entire application. Additional information may be attached (i.e., resume, references).*

Date: \_\_\_\_\_ Position applying for: \_\_\_\_\_

---

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you a US citizen or authorized to work in the US on an unrestricted basis? Yes  No

Are you 16 years of age or older? Yes  No  Available start date: \_\_\_\_\_

Are you willing to work Saturdays?  Sundays?  Evenings?

If applying for part-time employment, do you prefer mornings?  Afternoons/evenings?

**PERSONAL INFORMATION**

---

**YES NO**

Can you fulfill all the essential functions listed on the posted job description?  
Explain:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed by this library? Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Are you related to anyone who works at this library? Name and relationship:

\_\_\_\_\_

May we check with your past employers for references?

May we check with your present employer for a reference?

Would you be willing to use your car for job related business, with per mile reimbursement?

Have you ever been convicted of or pled guilty to a felony? If yes, please give the date, place and nature of the charge for which you were convicted:

\_\_\_\_\_

**EDUCATION**

School Name and Location	Years	Degree/Certificate

Please explain how your skills, experience, education and talents relate to this position and why you should be considered a serious candidate:

**WORK EXPERIENCE (INCLUDE MILITARY SERVICE):**

1. (LAST OR PRESENT POSITION) Employer \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Dates worked: from \_\_\_\_\_ to \_\_\_\_\_ Salary per month: lowest \$ \_\_\_\_\_  
Highest \$ \_\_\_\_\_

Title of your position: \_\_\_\_\_

Duties: \_\_\_\_\_

Name and Title of immediate supervisor: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

2. Employer \_\_\_\_\_  
 Address, City and State \_\_\_\_\_  
 Dates worked: from \_\_\_\_\_ to \_\_\_\_\_ Salary per month: lowest \$ \_\_\_\_\_  
 Highest \$ \_\_\_\_\_  
 Title of your position: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 Name and Title of immediate supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

3. Employer \_\_\_\_\_  
 Address, City and State \_\_\_\_\_  
 Dates worked: from \_\_\_\_\_ to \_\_\_\_\_ Salary per month: lowest \$ \_\_\_\_\_  
 Highest \$ \_\_\_\_\_  
 Title of your position: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 Name and Title of immediate supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Give two references, preferably from the surrounding area, who are not your present employer or a relative:

Name	Address	Phone	Relationship

Thank you for applying at Louisburg Library District 1!  
[www.louisburglibrary.org](http://www.louisburglibrary.org)