



Rolling Hills Consolidated Library  
Administrative Offices  
1912 North Belt Hwy.  
St. Joseph, MO 64506

Telephone (816) 236-2106  
Fax (816) 236-2133

**Application for Employment**

This is your application for a position with the Rolling Hills Consolidated Library. Attach additional sheets if necessary. Qualified applicants are considered for employment without regard to race, color, religion, national origin, sex, age, marital or veteran status, medical condition or disability. The Rolling Hills Consolidated Library is a governmental entity subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which require that otherwise qualified handicapped or disabled individuals be protected from discrimination.

**Please answer all questions. Please print in ink or type all answers. Attach a resume or cover letter if desired.**

Position for which you are applying: \_\_\_\_\_

NAME (Last, First Middle): \_\_\_\_\_ Today's Date \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ ALTERNATE TELEPHONE: \_\_\_\_\_

Are you at least 16 years of age?  Yes  No Do you have a valid Missouri driver's license?  Yes  No

Do you have a valid commercial driver's license?  Yes  No If Yes, Class/Type? \_\_\_\_\_

Have you previously been an employee of the River Bluffs Regional Library, the St. Joseph Public Library, or the Rolling Hills Consolidated Library?  Yes  No (If yes, please list location & dates) \_\_\_\_\_

Please list the name and relationship of any present Rolling Hills Consolidated Library employee and/or trustee to whom you are related by birth or marriage: (If none, please indicate none.) \_\_\_\_\_

Are you available to work  Full time  Part time  Temporary

Please list any restrictions or limits on available hours to work \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_ List acceptable wage/salary range: \_\_\_\_\_

Are you currently employed?  Yes  No If Yes, may we contact your present employer?  Yes  No

**Special Skills & Qualifications:**

Can you type?  Yes  No Estimated WPM: \_\_\_\_\_ Do you have computer experience?  Yes  No

Please note any computer hardware, software, special skills, or other qualifications acquired from employment or other experience:

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

**E-MAIL ADDRESS** \_\_\_\_\_

**General Information:**

Have you pled guilty to or been convicted of a felony, or pled nolo contendere (no contest) to a felony within the last seven years?

Yes  No A "Yes" response does not automatically disqualify an applicant from employment. If "Yes", please explain:

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

Do you believe you are able to perform the general duties and essential functions listed in the job description for this position, with or without reasonable accommodation?  Yes  No

If the answer is "No," please explain. \_\_\_\_\_

Note: The Rolling Hills Consolidated Library may require applicants to demonstrate their ability to perform the essential functions of the positions for which they are being considered.

**You may attach a description of any honors earned, specialized training, apprenticeships or any other knowledge, skills, abilities, education, or experience acquired which you believe will be helpful to us in considering your application.**

**Education:**

	High School or GED	Undergraduate College/University	Graduate/Professional
School Name & Location:			
Years Completed OR Year of Graduation:			
Diploma/Degree:			

**References:**

Give names, addresses and telephone numbers of three references who are not related to you and who are not previous employers:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Employment Experience:**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap/disability or other protected status.

Employer \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Telephone number (s) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Hourly rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 Describe work performed: \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Telephone number (s) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Hourly rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 Describe work performed: \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Telephone number (s) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Hourly rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 Describe work performed: \_\_\_\_\_

Employer \_\_\_\_\_ Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Telephone number (s) \_\_\_\_\_  
 Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Hourly rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 Describe work performed: \_\_\_\_\_

**Applicant's Statement:**

I hereby authorize the Rolling Hills Consolidated Library to obtain verification of the information provided in this application by interviewing former employers and to conduct any other interviews that it deems appropriate. I authorize all persons, law enforcement, and other public agencies, courts, schools, employers, companies, and corporations to supply verification of the information provided in this application, as well as evaluation of my prior performance. I release them and the Rolling Hills Consolidated Library from all liability and responsibility arising from their doing so. I understand that misrepresentation or omission of facts asked for in this application is cause for cancellation of the application and/or separation from employment with the Rolling Hills Consolidated Library. I may be asked to provide birth date, Social Security Number, and/or a driver's license number prior to employment for a required background check. ONLINE APPLICANTS, please put your initials on the line below. You will be asked to sign a copy of this application if you are selected for an interview.

Online Applicant Initials: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Applications are not automatically reviewed for future vacancies. In order to be considered for future advertised positions, applicants will need to reapply to the Administrative Office of the Rolling Hills Consolidated Library.

**THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH THE ROLLING HILLS CONSOLIDATED LIBRARY**