



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:

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