

**APPLICATION FOR EMPLOYMENT
IOLA PUBLIC LIBRARY
SOUTHEAST KANSAS LIBRARY SYSTEM**

Date: _____

| | | |
|----------------|-------------|--|
| First Name | Middle Name | Last Name |
| Street Address | City | State Zip Phone numbers (home, cell) |

Applying for employment: Full time _____ Part time _____ Do you type? _____

If applying in response to a help wanted advertisement, list position: _____

REFERENCES:

| Name and Address | Telephone No. | Occupation | Relationship (Friend, Former Employer, etc.) |
|------------------|---------------|------------|---|
| | | | |
| | | | |
| | | | |
| | | | |

EDUCATION:

| | Institution and Location | Diploma or degree/major? | GPA (if currently a student, or within 2 years of graduation) |
|-------------|--------------------------|--------------------------|---|
| High School | | | |
| College | | | |
| | | | |
| Other | | | |

(Continued on back)

PREVIOUS EMPLOYMENT RECORD:

IMPORTANT: Account for all employment for the past 3 years. Do not list unemployment.

| <u>Past Employment</u> Name, Address Last Employer, First | Dates | Kind of work done, Position held, etc. | Earning rate | Reason for leaving | May we contact? Name and phone number of contact |
|---|-------|--|-----------------|--------------------------|--|
| | | | | | |
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| | | | | | |

I authorize the SEK Library System/Iola Public Library to contact the references and former employers I have designated; and to hold them harmless for the information they provide.

Signature