



## Employment Application

### Applicant Information

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Desired salary: \_\_\_\_\_

Have you ever worked for the Basehor Library? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

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Are you legally qualified to work in the United States? \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Degree: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_

Company: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_

Company: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

May we contact your previous supervisor for a reference? \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

## **Disclaimer and Signature**

I certify by submitting this application that:

My answers are true and complete to the best of my knowledge.

I have applied for employment with the Basehor Community Library and have provided information about my previous employment.

I authorize the Basehor Community Library to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, salary and employment history.

My consent authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Basehor Community Library, whether the information is positive or negative.

I knowingly and voluntarily release all former and current employers, references, and the Basehor Community Library from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Basehor Community Library.

If this application leads to employment, I authorize the Basehor Community Library to obtain feedback and references from my supervisors over the course of my employment with the Basehor Community Library. I understand that subsequent and continued employment with the Basehor Community Library may be subject to this feedback.

I further understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_