



# Application for Employment

We are pleased that you are interested in employment and career opportunities with Morrisson-Reeves Library. We will give your application every consideration however, in accepting it, Morrisson-Reeves Library makes no commitment of employment to the applicant.

Morrisson-Reeves Library is an Equal Opportunity Employer and does not discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.

Please Type or Print in Ink Date \_\_\_\_\_

Type of employment desired (please select only one) \_\_\_\_\_ Full-time  
\_\_\_\_\_ Part-time  
\_\_\_\_\_ Student (High School Student Applicants only)

Name (last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
Address (Street) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
Telephone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

For student applicants only, please provide:  
High School \_\_\_\_\_ Current Grade \_\_\_\_\_ Grade Point Average \_\_\_\_\_

Position applied for \_\_\_\_\_  
Referral source (select one) \_\_\_Advertisement \_\_\_Employee \_\_\_Relative \_\_\_Internet  
\_\_\_Walk-In \_\_\_Employment Agency \_\_\_School \_\_\_Other  
Name of referral source (If applicable) \_\_\_\_\_

Employment availability \_\_\_Day Shift \_\_\_Evening Shift \_\_\_Saturday  
Please list any hours, days or shifts you cannot or will not work:

Hourly Pay Rate desired \_\_\_\_\_ Date available for work \_\_\_/\_\_\_/\_\_\_

Have you filed an application here before? \_\_\_Yes \_\_\_No If yes, give date \_\_\_/\_\_\_/\_\_\_  
Have you been employed here before? \_\_\_Yes \_\_\_No  
If yes, give dates FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_  
Are you legally eligible for employment in this country? \_\_\_Yes \_\_\_No  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

If you have any friends or relatives working for Morrisson-Reeves Library, please list them:  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_

## Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in comments section below.

---

**Employer (current or most recent)** \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Dates Employed From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Hourly Rate/Salary Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities. \_\_\_\_\_

---

**Employer (Previous)** \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Dates Employed From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Hourly Rate/Salary Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities. \_\_\_\_\_

---

**Employer (Previous)** \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Dates Employed From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Hourly Rate/Salary Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities. \_\_\_\_\_

---

**Employer (Previous)** \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_  
Dates Employed From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_  
Hourly Rate/Salary Start \$ \_\_\_\_\_ Final \$ \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Summarize the nature of the work performed and job responsibilities. \_\_\_\_\_

---

**Comments** (including explanation of any gaps in employment.) \_\_\_\_\_

---

**Other Experience** Please list any other experience, skills, or qualifications that would especially fit your work at the library: \_\_\_\_\_

---

Please list any community and/or school activities that you are, or have been, involved with.

# Educational Background

## High School or Equivalent:

Name \_\_\_\_\_

Location/ Address: \_\_\_\_\_

Studies Pursued \_\_\_\_\_

Circle highest grade completed: 9 10 11 12 High School Diploma GED

## College or Vocational:

Name \_\_\_\_\_

Location/ Address: \_\_\_\_\_

Circle years completed: 1 2 3 4

Major \_\_\_\_\_ Minor \_\_\_\_\_

Degree \_\_\_\_\_

## Graduate / Professional School:

Name \_\_\_\_\_

Location/ Address: \_\_\_\_\_

Major \_\_\_\_\_

Degree \_\_\_\_\_

## References:

List three business/work references who are NOT related to you and are NOT previous supervisors. If high school applicant, list school or personal references who are not related to you.

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Office Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Relationship \_\_\_\_\_

# Morrisson-Reeves Library Employment Application

I certify that all information I have provided in order to apply for and secure work with Morrisson-Reeves Library is true, complete and correct. I understand and agree that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause for cancellation of this application and/or termination from Morrisson-Reeves Library if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Morrisson-Reeves Library reserves the right to terminate my employment at any time, with or without reason or cause and without prior notice. I understand that no representative of Morrisson-Reeves Library has the authority to make assurances to the contrary.

I expressly authorize, without reservation, Morrisson-Reeves Library, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions to verify the accuracy of all information provided by me in this application, resume or job interview including, but not limited to, my performance, character, reputation, and previous employment record. I hereby release from liability Morrisson-Reeves Library, its representatives, employees or agents for seeking, gathering and using such information in the employment process and all other persons, organizations and corporations for furnishing such information about me.

I authorize Morrisson-Reeves Library to make any pre-employment investigation of my personal history, driving record, financial and criminal history through any investigative or credit agencies or bureaus of their choice. I hereby release Morrisson-Reeves Library and its representatives and all other persons, agencies and bureaus from any liability or damages for having requested or furnished such information.

Morrisson-Reeves Library is an Equal Opportunity Employer and does not discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from Morrisson-Reeves Library and still wish to be considered for employment, it will be necessary to reapply and complete a new application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Additional comments or a résumé by the applicant may be attached, if desired.

---

# Voluntary Affirmative Action Information

(Completion of information below is voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Referral Source

Advertisement  Employee  Relative  Walk-in  School  Internet

Government Employment Agency  Private Employment Agency  Other

Name of Source (if Applicable) \_\_\_\_\_

Applicants name \_\_\_\_\_  
Last First Middle Area Code Phone

Address \_\_\_\_\_  
Street City State Zip Code

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this application data survey. Your cooperation is appreciated.

Please be advised that your survey is not part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

**Check one:**  Male  Female

**Check one of the following Race/Ethnic Group**

Hispanic  Black  White  American Indian/Alaskan Native  Asian/Pacific Islander

**SPECIAL NOTICE TO VIETNAM ERA VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:**

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and The Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified veterans and veterans of the Vietnam Era, and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

**IF YOU DO WISH TO BE IDENTIFIED, PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:**

VIETNAM ERA VETERAN  DISABLED VETERAN  HANDICAPPED INDIVIDUAL

To be completed by applicant - Not for interview purposes - To be filed separately from application.

This information is used to satisfy the Affirmative Action requirements of Section 503 of the Rehabilitation Act or necessitated by another federal law or regulation