



Position Applying For \_\_\_\_\_

DANIEL BOONE REGIONAL LIBRARY

Phone (573) 443-3161 or (800) 324-4806 • TDD (573) 443-6027

# Application For Employment

(please print or type)

\_\_\_\_\_  
Last Name                                      First                                      Middle                                      Today's Date

\_\_\_\_\_  
Street/Route                                      City                                      State                                      ZIP  
(current address)

\_\_\_\_\_  
Street/Route                                      City                                      State                                      ZIP  
(permanent address if different from above)

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

Are you eligible for employment in the U.S.? \_\_\_\_\_ Social Security Number \_\_\_\_\_

Do you have a relative either employed by the DBRL System or on the Library Board? \_\_\_\_\_  
(yes or no)

If yes, state name and relationship \_\_\_\_\_

Are you **at least** 16 years of age? \_\_\_\_\_  
(yes or no)

Full time \_\_\_\_\_ Part time \_\_\_\_\_ If part time, what is the number of hours you can work per week? \_\_\_\_\_

List Hours you are available: Day \_\_\_\_\_ Evening \_\_\_\_\_ Weekend \_\_\_\_\_  
If hired, when would you be available to begin work? \_\_\_\_\_

Some of our jobs require a driver's license. Do you have a valid MO driver's license? \_\_\_\_\_

Do you have a valid MO chauffer's license? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If yes, give details including year, state and violation: \_\_\_\_\_

\_\_\_\_\_

**Employment History:** Begin with most current position and work backward; include employment for the last ten (10) years. You may include an additional Employment History page if necessary.

**1.** Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of business \_\_\_\_\_  
Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_ parttime \_\_\_\_  
(month and year)  
Your title \_\_\_\_\_ Dept. \_\_\_\_\_  
Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no

**2.** Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of business \_\_\_\_\_  
Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_ parttime \_\_\_\_  
(month and year)  
Your title \_\_\_\_\_ Dept. \_\_\_\_\_  
Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no

**3.** Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of business \_\_\_\_\_  
Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_ parttime \_\_\_\_  
(month and year)  
Your title \_\_\_\_\_ Dept. \_\_\_\_\_  
Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no

4. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of business \_\_\_\_\_  
Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_\_ parttime \_\_\_\_\_  
(month and year)  
Your title \_\_\_\_\_ Dept. \_\_\_\_\_  
Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no

5. Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of business \_\_\_\_\_  
Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_\_ parttime \_\_\_\_\_  
(month and year)  
Your title \_\_\_\_\_ Dept. \_\_\_\_\_  
Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_  
Duties and Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no

**List any skills or experience you may have that are not listed in your job responsibilities and duties** (include software knowledge): \_\_\_\_\_  
\_\_\_\_\_

Have you ever worked under a different name? \_\_\_\_\_

If yes, what name(s): \_\_\_\_\_

Have you ever been discharged or forced to resign from any job? \_\_\_\_\_ If yes, explain (include employer and year): \_\_\_\_\_

**It is the policy of the library not to discriminate on the basis of race, color, gender, age, religion, national origin, ancestry, disability, veteran status and sexual orientation.**

## Educational Record

Circle highest grade completed:

High School: 9   10   11   12   College: 1   2   3   4   5   6   7   8   Other: 1   2  
(technical)

High School	Core Subjects	Diploma or GED
<p>_____</p> <p>Name</p> <p>_____</p> <p>City / State</p>		

College/University/Trade School	Total Semester Hours	Major Subjects	Degree rec'd and area of concentration
<p>_____</p> <p>Name</p> <p>_____</p> <p>City/State</p>			
<p>_____</p> <p>Name</p> <p>_____</p> <p>City/State</p>			
<p>_____</p> <p>Name</p> <p>_____</p> <p>City/State</p>			

### References

(Individuals who have knowledge of your work-related abilities/skills.)

Name Relationship Phone# (+ area code)

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I, the undersigned, state that the information in this application is true and complete. I understand that to falsify information, misrepresent information or any omission is grounds for refusing to hire me, or for discharge should I be hired. The Daniel Boone Regional Library (DBRL) is authorized to investigate all statements made on this application.

I authorize the DBRL to make any investigation of my personal employment history and authorize any current or former employer, person, firm, corporation, school, credit agency, or government agency to give the Library any information they may have concerning me. In consideration of the Library's review of this application, I release the Library, as well as all providers of information, from any liability as a result of furnishing or receiving this information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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## Employment History—Additional Page

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Nature of business \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_\_ parttime \_\_\_\_\_  
(month and year)

Your title \_\_\_\_\_ Dept. \_\_\_\_\_

Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Nature of business \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_\_ parttime \_\_\_\_\_  
(month and year)

Your title \_\_\_\_\_ Dept. \_\_\_\_\_

Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Nature of business \_\_\_\_\_

Supervisor's name & title \_\_\_\_\_ phone number \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ fulltime \_\_\_\_\_ parttime \_\_\_\_\_  
(month and year)

Your title \_\_\_\_\_ Dept. \_\_\_\_\_

Salary: starting \_\_\_\_\_ leaving \_\_\_\_\_

Duties and Responsibilities \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

May we contact for reference? \_\_\_\_\_ yes \_\_\_\_\_ no