



Daniel Boone Regional Library

Columbia Public Library • Callaway County Public Library • Southern Boone County Public Library • Bookmobile & Outreach
100 W. Broadway, P.O. Box 1267 • Columbia, MO 65205
Phone (573) 443-3161 or (800) 324-4806 • Fax (573) 499-0191 • TTY (573) 443-6027 • www.dbrl.org

Application for Employment

Please complete all sections of this application. This information will be used to determine your eligibility. If you are selected to participate in the interview process, you will be contacted after the posted closing date. *Resumés may be submitted in addition to this application.* DBRL is an equal opportunity employer.

Position(s) applied for _____ Date _____

CONTACT INFORMATION

Name _____
Last/First/Middle

Address _____
Street

City/State/ZIP Code _____

Telephone no. _____ Cell phone/Other no. _____

E-mail address _____

BACKGROUND INFORMATION

Have you ever worked under a different name? Yes No

If yes, list name(s) _____

How did you learn of this opening?

- DBRL employee
- DBRL bulletin board
- HR office
- DBRL web site
- Newspaper
- Other (explain) _____

Are you eligible for employment in the U.S.? Yes No

Are you at least 16 years of age? Yes No

Do you have a relative either employed by the DBRL System or on the Library Board? Yes No

If yes, state name and relationship _____

Have you ever been employed by the library before? Yes No

If yes, state dates and department(s) _____

Some of our positions require a driver's license. Do you have a valid Missouri driver's license? Yes No

Do you have a valid Missouri commercial driver's license? Yes No Class _____ Endorsements _____

Have you ever been convicted of a felony? Yes No

If yes, give details including year, state and violation _____

Do you prefer Full time Part time Number of hours desired per week? _____

When will you be available to begin work? _____

List hours you are available: Weekdays _____ Evenings _____ Weekends _____

EDUCATION & SKILLS

High School/GED

Name and location of school _____

Number of years completed _____ Graduated degree _____

College

Name and location of school _____

Number of years completed _____ Graduated degree and major _____

Other

Name and location of school _____

Number of years completed _____ Graduated degree and major _____

Check the boxes below that apply to your current skills.

Software

Word Processing _____

Spreadsheet _____

Presentation _____

Database _____

Operating Systems

Microsoft Windows

Apple OS X

Unix/Linux

Other Skills

Typing _____ wpm

Familiar with Internet

List other skills/qualifications including customer service _____

EMPLOYMENT HISTORY

Begin with most current position. Please include military service assignments and volunteer activities. Your application will not be considered unless it is filled out completely. You may include an additional employment history page if necessary.

1

Company/Organization _____

Address _____

Nature of business _____

Supervisor's name & title _____ Telephone no. _____

Employment dates _____ to _____ Full time Part time Volunteer

Job title _____

Salary: starting _____ leaving _____

Duties and responsibilities _____

Reason for leaving _____

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Company/Organization _____
Address _____
Nature of business _____
Supervisor's name & title _____ Telephone no. _____
Employment dates _____ to _____ Full time Part time Volunteer
Job title _____
Salary: starting _____ leaving _____
Duties and responsibilities _____

Reason for leaving _____

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Company/Organization _____
Address _____
Nature of business _____
Supervisor's name & title _____ Telephone no. _____
Employment dates _____ to _____ Full time Part time Volunteer
Job title _____
Salary: starting _____ leaving _____
Duties and responsibilities _____

Reason for leaving _____

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Company/Organization _____
Address _____
Nature of business _____
Supervisor's name & title _____ Telephone no. _____
Employment dates _____ to _____ Full time Part time Volunteer
Job title _____
Salary: starting _____ leaving _____
Duties and responsibilities _____

Reason for leaving _____

EMPLOYMENT HISTORY, CONTINUED

We may contact the employers listed on the previous page unless you indicate otherwise.

Do not contact employer number(s) _____

Reason _____

Have you ever been discharged or forced to resign from any position? Yes No

If yes, explain (include employer and year) _____

REFERENCES

List only references who have knowledge of your work-related abilities/skills. Do not include family members or personal friends if possible.

Name	Relationship	Telephone no.
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PLEASE READ CAREFULLY AND SIGN BELOW

I, the undersigned, state that the information in this application is true and complete. I understand that to falsify information, misrepresent information or make any omission is grounds for refusing to hire me, or for discharge should I be hired. The Daniel Boone Regional Library (DBRL) Board of Trustees is authorized, through its board members, officers, employees and/or agents, to investigate all statements made on this application.

I authorize 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 provide to the Library any information they have concerning me. In consideration of the Library’s review of this application, I release the Library, its board members, officers, employees and agents, as well as all providers of information, from any liability as a result of furnishing, receiving or soliciting this information.

I understand and agree that neither this application nor any offer of employment from DBRL constitutes an employment contract. If an employment relationship is established, I understand that I, or DBRL, may terminate my employment at any time for any reason. For all purposes, I will be an “at-will” employee.

Applicant’s Signature _____ Date _____

The Daniel Boone Regional Library does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation or other protected status.

FOR OFFICE USE ONLY

Received date _____ initials _____

Interview date _____ initials _____

Response date _____ initials _____

ADDITIONAL EMPLOYMENT HISTORY, IF NECESSARY

Company/Organization _____
Address _____
Nature of business _____
Supervisor's name & title _____ Telephone no. _____
Employment dates _____ to _____ Full time Part time Volunteer
Job title _____
Salary: starting _____ leaving _____
Duties and responsibilities _____
Reason for leaving _____

Company/Organization _____
Address _____
Nature of business _____
Supervisor's name & title _____ Telephone no. _____
Employment dates _____ to _____ Full time Part time Volunteer
Job title _____
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