

## Manhattan Public Library

629 Poyntz Avenue • Manhattan, KS 66502  
785-776-4741 • www.mhklibrary.org

### Employment Application

#### INSTRUCTIONS - PLEASE READ CAREFULLY

All requested information must be furnished. Fill in all spaces accurately and completely. If an item does not apply to you, or if there is no information to be given, write the letters "NA" for "not applicable." All information contained in the application is subject to verification. Omissions or erroneous statements may be cause for rejection of this application, removal from employment eligibility, or discharge from the library.

**We are an equal opportunity employer.** Manhattan Public Library is committed to equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Job-related experience and other qualifications will be considered without discrimination on grounds of race, color, national origin, religion, disability, ethnicity, pregnancy, age, military status, sex, genetic information, sexual orientation or gender identity, or any other characteristic protected by applicable federal, state, or local law. All information provided in this application will be treated confidentially, and if you are employed, will be used only to help ensure the best use of your abilities.

You will be notified if you are selected for an interview. Depending on the department manager's schedule and workload, this could be anywhere from a few days to a few weeks.

We do not keep applications on file for future openings. Please monitor our web site for positions that might be available later and complete another application.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ Unit / Apt. Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_

When is the best time for us to reach you by telephone? ☐ Morning ☐ Afternoon ☐ Evening

What position are you applying for? \_\_\_\_\_

*If you are interested in more than one position, you must fill out an application form for each one.*

Have you ever been employed by the Manhattan Public Library? ☐ Yes ☐ No If yes, when? \_\_\_\_\_

What department and position? \_\_\_\_\_ Who was your supervisor? \_\_\_\_\_

Names of any relatives or domestic partners employed by Manhattan Public Library:

Are you 18 or older? ☐ Yes ☐ No

If hired, can you furnish proof that you are legally entitled to work in the U.S.? ☐ Yes ☐ No

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#### Education

Include High School, College/University, Graduate School, and/or Business/Trade School

Name and Location of School	Did You Graduate?	Course of Study or Major	Type of Certification or Degree
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

#### Skills

Refer to the job description that is on our web site and describe the qualities you have that make you suitable for this position. Include education, experience, and skills. Attach an additional sheet if necessary. Be sure to include previous library experience, either paid or volunteer.

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Do you speak, write, or understand any foreign language(s)? ☐ Yes ☐ No

If you answered yes, what language(s)? \_\_\_\_\_

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If you are hired, when can you start? \_\_\_\_\_

#### List the specific hours you are available to work.

For example, 8 a.m.-5 p.m.; 9 a.m.-12 noon, 3 p.m.-9 p.m. Put an X for any days you would not be able to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

If applicable, attach your class schedule or other documents that will help us to determine when you are available to work.

#### Employment History

Detail each position for the **past ten years and account for any gaps** in employment during that period. Attach separate sheet of paper if necessary.

Employer:	Position and duties:
Employment dates:	Reason for leaving:
Name of supervisor:	Phone number:
Employer:	Position and duties:
Employment dates:	Reason for leaving:
Name of supervisor:	Phone number:
Employer:	Position and duties:
Employment dates:	Reason for leaving:
Name of supervisor:	Phone number:
Employer:	Position and duties:
Employment dates:	Reason for leaving:
Name of supervisor:	Phone number:

May we contact any of your present or past employers? ☐ Yes ☐ No

If no, state the reason: \_\_\_\_\_

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#### References

List at least three people who have knowledge of your work performance within the last ten years. Please include professional references only. Do not include relatives.

First and Last Name	Telephone Number	Email Address	Address	City, State, Zip

#### Acknowledgments and Signature

- I certify that the information contained in this application is true, complete, and correct. I understand that omissions or misstatements may be cause for rejection of this application or removal from the volunteer program.
- I understand that the Manhattan Public Library may ask me to provide information to secure my driving record (if the position requires driving) and obtain information needed to conduct a criminal background check.
- I authorize the references provided to give all information concerning previous employment or any other pertinent information they may have. I release all parties from liability that may result from furnishing this information.
- I understand this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is at-will and that the library may change the terms and conditions of employment at any time.

*Your signature below indicates that you agree to the terms and conditions listed above.*

Signature\_\_\_\_\_Date\_\_\_\_\_