



EMPLOYMENT APPLICATION

77 Boone Hills Drive; P.O. Box 529; St. Peters, Mo. 63376-2410
636.441.2300 fax 636.441.3132 website: www.youranswerplace.org

Last Name		First Name		Middle Name	
Address			City	State	Zip Code
Telephone Number(s)			Email Address		

Have you ever worked for an employer under a name other than the one you are currently using?

If yes, please list name: _____

Position(s) Applied For

<i>Work Availability</i>		<i>Location Preference</i>	
<input type="checkbox"/> Full Time	<input type="checkbox"/> Day	<input type="checkbox"/> K. Linnemann (N. St. Charles)	<input type="checkbox"/> Deer Run (N. O'Fallon)
<input type="checkbox"/> Part Time	<input type="checkbox"/> Evening	<input type="checkbox"/> Spencer Road (St. Peters)	<input type="checkbox"/> McClay (S. St. Charles)
<input type="checkbox"/> Permanent	<input type="checkbox"/> Sat./Sun.	<input type="checkbox"/> Middendorf-Kredell (S. O'Fallon)	<input type="checkbox"/> N. County (Portage des Sioux)
<input type="checkbox"/> Temporary		<input type="checkbox"/> Corporate Parkway (Wentzville)	<input type="checkbox"/> S. County (Augusta)
		<input type="checkbox"/> Kisker Road (Harvester)	<input type="checkbox"/> Boone's Trail (New Melle)
		<input type="checkbox"/> Library Express at WingHaven@	<input type="checkbox"/> Administrative Office (St. Peters)
		<input type="checkbox"/> Library Express at Discovery Village (Wentzville)	

Referred By:

Want Ad - Name of Publication: _____

Library Employee - Employee's Name: _____

Walk-In Other: _____

I certify that all information in this application is accurate and complete to the best of my knowledge. I understand that any part of it found to be false will be reason for my dismissal. I hereby authorize any person, corporation or any organization to furnish any information regarding me and I hereby release such person, corporation or other organization from any and all liability for releasing such information if information is provided in good faith, with no malice intended. In the event of employment, I agree to conform to the rules and policies of the St. Charles City-County Library District and agree to be evaluated during my 6 month introductory period. This evaluation will determine my willingness and abilities to carry out duties and objectives of the Library District.

Signature: _____ *Date:* _____

The St. Charles City-County Library District is an equal opportunity employer.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

References

Give name, address and telephone number of three references who are not related to you. Please check business or personal for each reference.

Business
 Personal

Business
 Personal

Business
 Personal

General Information

Are you related to anyone on the Library staff or Board of Trustees? Yes No

If yes, name/relationship: _____

Have you ever applied for a position with the Library District? Yes No

If yes, give approximate date: _____

Have you ever been employed by the Library District? Yes No

If yes, give dates/position: _____

Some positions dealing with children or money, or deemed critical for security, will require a police check.

Are you willing to do this? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain: _____

Do you speak any foreign languages? Yes No

If yes, which ones? _____

Do you know American Sign Language? Yes No

Are you willing to work smoke free? Yes No

Do you have the legal right to work in the United States? Yes No

Some jobs require a driver's or chauffeur's license. Do you have a:

Missouri Driver's License Yes No

Missouri Chauffeur's License Yes No

Notify in an Emergency

Name	Relationship
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Address	City	State	Zip Code
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Telephone Number(s)	Home	Work
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Education

Names and Locations of Schools	Dates of Attendance		Major Area of Study	Degree/Diploma
	From	To		
High School				
GED (if applicable)				
College				
Graduate				
Other				

Skills

Indicate the level of ability you have with:

Computer software (specify):

The St. Charles City-County Library District is an Equal Opportunity Employer and will not discriminate in any of its employment practices on the basis of race, creed, color, sex, age, marital status, national origin or physical disability.

For Human Resources Use Only

Date Position Offered: _____ Date Employed: _____

Position: _____ Agency: _____

Supervisor: _____ General Orientation: _____

Compensation: \$ ____/Hour \$ ____/Year Track: _____ Step: _____

Full Time Part Time Temporary Sat./Sun.

Comments: _____



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Public Notice of Non-Discrimination

This notice is issued in compliance with the Americans With Disabilities Act of 1990, Title II, Subtitle A. The regulations, effective April 26, 1992, cover programs, activities, and services of public agencies. The St. Charles City-County Library District in compliance with the Americans With Disabilities Act does not discriminate on the basis of disability in programs, activities, services or employment practices. The Human Resources Coordinator, at the above address, is designated as the contact person to coordinate compliance with the Act.

Furthermore, the St. Charles City-County Library District does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in employment practices or provision of services.

Voluntary Survey

The following information is to be used only in review of the Library District's programs on Affirmative Action and Equal Employment Opportunity. The information is kept separate from your employment application, and in no way affects you as an individual applicant.

Please Note: This information is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

Place an "X" by one or more of the following statements that apply to you.

Race:

- American Indian or Alaska Native** (Having origins in any of the original peoples of North and South America, including Central America, and maintaining tribal affiliation or community attachment.)
- Asian** (Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- Black, African American, or Haitian** (Having origins in any of the black racial groups of Africa.)
- Native Hawaiian or other Pacific Islander** (Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- White** (Having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Ethnic Origin:

- Hispanic or Latino Origin** (Of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
- Not of Hispanic or Latino Origin**

Sex: Male Female

Vietnam Era Veteran: Yes No

Position for which you are applying: _____

Name: _____ **Date:** _____