



Application for Employment

Please print or type answers, sign the back page and return to the library director at the address above.

Please answer all questions that apply to the position desired. All answers are confidential.

Position sought: _____ Date: _____

Full name: _____

NOTE: Applicants must reside in Iowa within 5 miles of Keokuk city limits, within 60 days of hire.

Present address: _____ Phone #: _____

Permanent address: _____ Phone #: _____

EDUCATION:

	School Name/Location	Dates	Major/Minor	Degree
High School				
College/University				
Other Education				

Special studies not included above _____

Do you speak or read a foreign language? _____

Special interests: Films _____ Reading _____ Travel _____ Discussion Groups _____

Other: _____

What experience do you have with computer hardware/software _____

What office machinery can you operate?

LIBRARY EXPERIENCE:

Library Name	Address	Dates	Reason for Leaving

OTHER WORK EXPERIENCE:

Employer	Address	Dates	Reason for Leaving

Present or most recent salary: _____

May we contact your present employer? _____

Employer Name	Telephone number

What periodicals do you read regularly? _____

List some books read in the last year: _____

Is there anything further you would like to add about your qualifications and interests? _____

REFERENCES: (Do not include friends and relatives)

Name	Address	Phone #	# Years Acquainted, and Relationship

I have answered all questions truthfully, to the best of my knowledge:

Signature of Applicant