

Employment Application

PO Box 529, St. Peters, MO 63376

✉ jobs@stchlibrary.org

☎ (636) 441-2300

🖨 (636) 441-3132

Last Name		First Name		Middle Name	
Address			City	State	Zip Code
Telephone Number(s)			Email		
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:			Which location:		
_____			_____		

Availability

Shift Availability

List your availability

☐ Full Time	Library Hours	Monday 9am-9pm	Tuesday 9am-9pm	Wednesday 9am-9pm	Thursday 9am-9pm	Friday 9am-5pm	Saturday 9am-5pm	Sunday 1pm-5pm
☐ Part Time	from							
☐ Seasonal/ Temporary	to							
☐ Internship								

Referral Source

☐ Library Website	
☐ Employee Referral	Employee Name: _____
☐ Online Ad	Source Name: _____
☐ Other	Source Name: _____

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 abide by the rules and policies of the St. Charles City-County Library.

Signature: _____ **Date:** _____



St. Charles City-County
Library

stchlibrary.org

Employment Experience

Employer - Current or Most Recent		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Reason for leaving				

Employer		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				
Address				
Job Title	Supervisor			
Reason for leaving				

References

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

Name: _____

Email: _____

Phone: _____

☐ Business

☐ Personal

Name: _____

Email: _____

Phone: _____

☐ Business

☐ Personal

Name: _____

Email: _____

Phone: _____

☐ 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:

Do you speak a foreign language?

☐ Yes☐ No

If yes, which one?

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

If required, are you able to provide a valid Missouri driver's license to operate a library vehicle?

☐ Yes☐ No

Education

Do you have a high school diploma or GED?

☐ Yes☐ No

Do you have an Associate's Degree?

☐ Yes☐ No

Do you have a Bachelor's Degree?

☐ Yes☐ No

Area of study

Do you have a Graduate Degree?

☐ Yes☐ No

Degree

University/College

☐ Yes☐ No

Area of study

Do you have any additional degrees?

☐ Yes☐ No

Degree

University/College

☐ Yes☐ No

Area of study

Do you have any professional certifications?

☐ Yes☐ No

Degree

University/College

☐ Yes☐ No

Title

Date awarded

Issued by

Title

Date awarded

Issued by

Title

Date awarded

Issued by

Technology Skills

Check the software you are able to use:

Integrated Library System software	☐	Please specify: _____						
Events Management software	☐	Please specify: _____						
Microsoft Office Suite	☐	Word	☐	Excel	☐	Powerpoint		
Google G Suite	☐	Docs	☐	Sheets	☐	Slides	☐	Forms
Gmail and Contacts	☐							
Google Calendar	☐							
Other	☐	Please specify: _____						

The St. Charles City-County Library is an Equal Opportunity Employer. We provide equal opportunity to all applicants without regard to race, color, sex, age, national origin, physical disability, religion, gender identity, sexual orientation, or military status. The Library participates in E-Verify.

For Human Resources Use Only

Date Position Offered: _____	Date Employed: _____		
Position: _____	Location: _____		
Supervisor: _____	Manager: _____		
Compensation: \$ _____ /Hour	\$ _____ /Year	Grade: _____	Step: _____
☐ Full Time	☐ Part Time	☐ Temporary	
Comments: _____			

