



# EMPLOYMENT PREVIEW

**We are pleased that you are interested in employment with the Kanawha County Public Library system. Please allow us to preview what you can expect while working for the Library.**

## **What can I expect when serving the Public in a Library?**

Public libraries are the center of knowledge where people of all ages, backgrounds, and beliefs come together in discovery and awareness.

Helping to make connections and community impact while working in a library can be one of the most interesting and satisfying jobs in the world! Many employees have told us that they did not fully understand what library employees did behind the scenes and were surprised to find that library work is hard work and it can be fast paced and even strenuous at times. Library work is more than reading books. It involves making sure that materials are available and easy for the customers to find. It involves dusting, straightening, restocking and moving materials. Of course, this job may require that you are on your feet, lifting, and bending, as well as regular computer use.

## **We require a welcoming attitude**

We expect all customers to be treated with dignity, respect, and an exceptionally friendly attitude, at all times, and under all circumstances. We also expect employees to be alert and interested in helping customers, providing information, and helping with selections upon request. This is not an optional responsibility; we consistently measure and monitor your performance.

## **The Application and Review Process**

- The KCPL Application for Employment form must be completely filled out, even if you are also submitting your current resume for a job opening.
- Your application will first be prescreened in the Human Resources Department. Selected applications will be referred to the hiring supervisor within a designated timeframe.
- The hiring supervisor will then select applicants he or she would like to interview. Please consider that applications are not reviewed *until* an acceptable number of submissions have been received. Therefore, a considerable amount of time may pass before you may be contacted for an interview.
- Your application will be kept active for six months. It will then be placed in the inactive file for the remainder of one year.
- If there are no current job openings in the Library system for which you qualify, the Library will still keep your application active for six months and may send your application for similar positions without notifying you. It will thereafter be placed in the inactive file for the remainder of one year. A periodic call or e-mail message from you is all that is necessary in order to keep your application listed as active.
- Please contact Human Resources (e-mail: [recruitment@kanawhalibrary.org](mailto:recruitment@kanawhalibrary.org)) if you wish to be considered for available, advertised positions if it has been more than six months since you submitted your application. Human Resources will pull your application for consideration. It is to your benefit to keep your application updated.
- You may find information regarding current openings on our Internet web site [www.kanawhalibrary.org](http://www.kanawhalibrary.org)
- Please contact us if you need assistance or have any questions regarding the status of your application.

If a job at the library interests you, we welcome you to complete the following Employment Application. Thank You!

## KANAWHA COUNTY PUBLIC LIBRARY SYSTEM LOCATIONS

Place a check mark before the name of each library branch that you would be interested in being interviewed for when a position is open.



- ☐ Charleston (Main Library)
- ☐ Clendenin
- ☐ Cross Lanes
- ☐ Dunbar
- ☐ Elk Valley
- ☐ Glasgow
- ☐ Marmet
- ☐ Riverside
- ☐ St. Albans
- ☐ Sissonville



# KANAWHA COUNTY PUBLIC LIBRARY

123 Capitol St.  
Charleston, WV 25301

Phone: 304-343-4646

Fax: (304) 348-6530

Website: [www.kanawhalibrary.org](http://www.kanawhalibrary.org)

An Equal Opportunity Employer

## APPLICATION FOR EMPLOYMENT

Please print in black or blue ink.

If filled out on-line, use the tab key to move through the form.

Date: \_\_\_\_\_

\_\_\_\_\_  
Last (print above) First Middle ( )  
Phone: Home

\_\_\_\_\_  
Address (street, apt. #) ( )  
Phone: Business

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

\_\_\_\_\_  
E-mail Address

Can you provide proof of eligibility to work in the U.S. after an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	List any other names under which you have been employed.	Are you at least 16 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
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How were you referred to the Library? \_\_\_\_\_

Name of any relative(s) employed by the Library: \_\_\_\_\_  
Name Relationship

Have you ever been employed by KCPL? ☐ Yes ☐ No

If yes, give the titles and dates of employment: \_\_\_\_\_

### POSITION OBJECTIVE (write below)

For what position(s) or type of work are you applying? _____ Minimum salary requirement: _____	Are you interested in: (mark all that apply) <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary Part-time <input type="checkbox"/> Substitute Date Available to Start? _____
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Tell briefly why you are interested in employment with the Kanawha County Public Library: _____ _____	Hours Available:			
	Morning	Afternoon	Evening	
	Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## EMPLOYMENT RECORD

List all employment starting with the latest employer first and activities including self-employment for the past 10 years if possible. Account for periods of unemployment. Use additional paper if necessary.

**LIST YOUR CURRENT OR MOST RECENT EMPLOYER FIRST.**

1. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

2. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

3. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

4. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

5. Name of Employer Address Phone

Employed (mo/yr) From: To:	Starting Salary	Ending Salary	Name of Supervisor
Job Title	Dept.		Reason for Leaving; Please explain
Duties:			

May we contact your current employer at this time for a reference and verification? ☐ Yes ☐ No

## EDUCATION

Check highest grade completed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6	7	8	9	10	11	12	1	2	3	4	5
	Middle School			High School				College				

List all schools attended: high school and above, technical/vocational, college, business, military, etc.

School (write below)	Credit Hours	Did you graduate?	Certification or Degree Received	Major Subject
Name: _____ City _____ State _____		Yes <input type="checkbox"/>		
		No <input type="checkbox"/>		
Name: _____ City _____ State _____		Yes <input type="checkbox"/>		
		No <input type="checkbox"/>		
Name: _____ City _____ State _____		Yes <input type="checkbox"/>		
		No <input type="checkbox"/>		
Name: _____ City _____ State _____		Yes <input type="checkbox"/>		
		No <input type="checkbox"/>		

If you possess a Driver's License, please indicate the State and type State: \_\_\_\_\_ Type: \_\_\_\_\_  
(Some of our positions require that you hold a specific type).

### Special Skills and Qualifications

Summarize special training, skills and proficiencies (i.e. typing, etc.):

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Please describe your knowledge and experience in using a computer. Please list any computer programs you have worked with and your proficiencies :

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It is the requirement of all employees to provide exceptional service to customers – both internal and external. Please provide us with an example of a situation where you have provided or observed exceptional customer service.

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Do you speak, read, write, or understand any foreign languages? ☐ Yes ☐ No If so, indicate your fluency:

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List any special courses or seminars taken within the last 5 years:

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## ACTIVITIES

List any activities and other information you feel would be of use in evaluation of your qualifications for the position you seek (e.g., professional assoc., positions in outside organizations). Do not list information revealing race, religion, color, national origin, sex, age or ancestry.

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**PROFESSIONAL REFERENCES.** Please furnish the names and addresses of three people to whom you are not related and who can attest to your work performance.

Name	Occupation
E-mail Address ( )	Business Address ( )
Home Phone	Business Phone
Name	Occupation
E-mail Address ( )	Business Address ( )
Home Phone	Business Phone
Name	Occupation
E-mail Address ( )	Business Address ( )
Home Phone	Business Phone

- ❖ Have you ever been convicted of a felony or misdemeanor? Include any convictions by military trial and any criminal charges for which you are awaiting trial. Upon offer of employment, your fingerprints will be sent to local and federal agencies for record verification and a criminal background check. Full disclosure is to your advantage because a criminal record does not automatically disqualify you for employment. Failure to admit convictions will result in disqualification from the hiring process or termination from employment with the Kanawha County Public Library.

☐ Yes ☐ No

If yes, please give a detailed explanation:

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### **Standards of Employment**

KCPL sets high standards for its employees. Compliance with these standards is required. Please carefully consider these requirements before accepting a position with us. As an employee, you will be expected to comply in full.

#### Customer Service

- ❖ Treat all customers with courtesy, dignity, respect, and an exceptionally friendly attitude at all times and under all circumstances.

#### Attendance

- ❖ Report to work when scheduled and on time.

#### Personal Appearance

- ❖ Maintain a business-like, professional appearance (dress and grooming).

**Would you be able to comply with all of the standards listed above?**

☐ Yes ☐ No

If not, or if you have any concerns about being able to comply, please explain:

**PRE-EMPLOYMENT STATEMENT**

If offered a position with the Kanawha County Public Library system, I understand the following:

- ❖ Failure to pass either of the pre-employment checks will result in withdrawal of the employment offer or immediate termination from employment.
- ❖ I am required to submit proof of my identity and legal right to work in the United States on my first day of employment.
- ❖ I agree to comply with the guidelines and policies of the Kanawha County Public Library.

I further understand that nothing contained in the application or conveyed to me during any interview which may be granted, is intended to create an employment contract, implied or explicit, between the Library and myself. If employed by KCPL, my employment relationship is strictly voluntary and at our mutual will. I understand that my employment is for no definite period and may be terminated at any time with or without prior notice, with or without cause or reason, at the option of either the Library or myself.

I hereby authorize the KCPL to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to KCPL any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release the KCPL, my current and former employers, and all other persons, corporations, partnership associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigations or disclosure.

I understand that a criminal background check will be conducted upon a conditional offer of employment.

I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I further certify that I, the undersigned applicant, have personally completed this application.

My signature below certifies that I have read the above and understand and agree to the terms and conditions outlined.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Any transmission as an "electronic record" containing my "electronic signature" as those terms are defined in applicable federal and/or state laws, or my facsimile transmission of this application containing a facsimile of my signature, shall be as effective, enforceable and valid as if a paper version of this application were delivered containing my original written signature.

Please supplement this record with a resume, references or any additional information that you feel will aid in our evaluation of your qualifications.

***Thank you for your interest in employment with the KCPL***

10/2014