

EMPLOYMENT APPLICATION

MEXICO-AUDRAIN COUNTY LIBRARY DISTRICT

305 W. Jackson St., Mexico, MO 65265 (573) 581-4939 Telephone (573) 581-7510 FAX hr@mexico-audrain.lib.mo.us

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City	State	ZIP	
Phone	E-mail Address		
Cell Phone			
Date Available		Desired Salary	

HOURS AVAILABLE						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Daily Hours	8:30 to 5:30	8:30 to 5:30	8:30 to 7:00	8:30 to 5:30	8:30 to 5:30	8:30 to 12:00
From						
to						

Position Applied for			
Have you previously applied for a position with the Library District?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been employed by the Library District?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Are you related to anyone on the Library staff or Board of Trustees?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, name/relationship:
Do you have the legal right to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

EDUCATION	
High School:	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
College	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

TECHNOLOGY SKILLS	
Do you have experience with Microsoft Office (Word/Excel)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have experience with Gmail?	YES <input type="checkbox"/> NO <input type="checkbox"/>
List any other software you can use:	

PREVIOUS EMPLOYMENT – START WITH CURRENT OR MOST RECENT

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Email Address	

Full Name	Relationship
Company	Phone ()
Email Address	

Full Name	Relationship
Company	Phone ()
Email Address	

MILITARY SERVICE		
Branch	From	To
Rank at Discharge		

The Mexico-Audrain County Library District 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, military status, or other protected class in accordance with applicable federal, state, and local laws.

Applicants will be considered for employment opportunities on the merits of their skills and experience related to the position sought.

Employment offers are conditional upon submitting a criminal records check and identity verification.

DISCLAIMER AND SIGNATURE	
<p>I certify that all information in this application is accurate and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my dismissal.</p> <p>I hereby authorize any person, corporation, or 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.</p> <p>In the event of employment, I agree to abide by the rules and policies of the Mexico-Audrain County Library District.</p> <p>I understand that all Library employees are employees "at will" unless they have a specific employment agreement approved by the Board of Trustees.</p>	
Signature	Date

FOR HUMAN RESOURCES USE ONLY	
Position:	
Hourly Wage:	
Work Schedule:	
Job Offer Authorized by:	
Staff member who contacted applicant:	
Request social security number for background check:	
Date Position Offered:	First Day of Work:
Allow time for office to run background check and perform set up in time clock prior to first day.	
Comments:	

OFFICE MANAGER SKILLS LIST

Please select all of these with which you have experience.

- QuickBooks Desktop
- QuickBooks Online
- Electronic time clock software
- Google Workspace
- Google Calendar
- Gmail
- Microsoft Word
- Microsoft Excel
- Adobe Acrobat
- Canva
- Facebook
- Generally Accepted Accounting Principles (GAAP)
- Government Accounting Standards Board (GASB)
- Cash accounting method
- Accrual accounting method
- Paying bills with computer software
- Processing payroll with computer software, including monthly and quarterly payroll tax returns and payments
- Paychecks reflecting the new Qualified Overtime rule
- Paychecks with health insurance premium deductions
- Preparing W-2s with computer software
- Preparing 1099s with computer software
- Entering journal entries with computer software
- Preparing financial reports in computer software
- Preparing bank deposits for a business
- Performing online banking functions for a business
- Performing monthly bank statement reconciliations in computer software
- Budget preparation for a public entity
- Monitoring investment CDs for a public entity
- Administering health insurance open enrollment for eligible staff
- Handling annual health insurance audit
- Administering LAGERS or other staff retirement plans
- Onboarding new staff members
- Maintaining personnel files
- Administering Workers compensation insurance
- Handling annual workers compensation audit
- Administering commercial insurance policies
- Administering public tax rate hearing – from preparation to completion
- Handling an annual government audit from start to finish
- Serving as a Custodian of Records for a public entity
- Missouri Sunshine Law
- Primary contact for maintenance issues at several building locations as well as scheduling annual equipment inspections
- Ordering supplies as needed per departmental requests
- Handling petty cash