

# Employment Application

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Apt No City Province Postal Code

Telephone ( ) Email \_\_\_\_\_

Are you legally eligible\* to work in Canada?

☐ Yes ☐ No

*\*you are legally eligible if you are a Canadian Citizen, permanent resident / landed immigrant or hold a valid work permit*

Have you ever been convicted of a criminal offence for which a pardon has not been granted?

☐ Yes ☐ No

Have you ever been employed by Kitchener Public Library? ☐ Yes ☐ No

Have you ever applied for a position with us before? ☐ Yes ☐ No

Are you related to anyone working at Kitchener Public Library? ☐ Yes\* ☐ No

\*If yes, provide Name \_\_\_\_\_ Department \_\_\_\_\_

*(Under Kitchener Public Library's Hiring, Employment and Promotion of Relatives Policy, a direct or indirect supervisor/subordinate reporting relationship will not be created between immediate family members.)*

Position(s) applied for or desired \_\_\_\_\_

Date available \_\_\_\_\_

Type of employment desired:

☐ Full-time ☐ Part-time ☐ Casual (On-Call) ☐ Shelver

Other not listed \_\_\_\_\_

Are you available to work at all KPL locations? Please check all that apply:

☐ Central (Queen St. N.) ☐ Grand River Stanley Park ☐ Forest Heights  
☐ Pioneer Park ☐ Country Hills

To accommodate the library's hours of operation, employees are expected to work flexible schedules, which includes day, evening, Saturday, Sunday and standby scheduling. Are there any times during the week when you are unavailable?

\_\_\_\_\_



kpl.org



To determine your qualifications for employment, please provide information related to your education, employment history, volunteer experience(s) and other achievements. Additional information or résumés may be attached separately.

EDUCATION			
Level of Education	Course of Study	Grade or level completed	Degree, Diploma or Certificate obtained
Secondary School			
Technical, Vocational or Other			
University / College			
Post Graduate Study			

Please list other relevant courses, workshops, seminars, licences, certificates, degrees obtained:

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Describe other relevant information such as software or special equipment you can operate, hobbies, interests and volunteer experiences and achievements.

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<b>Present or Most Recent Employer</b>		
<b>Employer Name:</b>		<b>Reason for Leaving:</b>
<b>Type of Business:</b>		<b>Position Held:</b>
<b>Period Employed:</b>		<b>Supervisor/Department:</b>
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Phone Number:</b> (   )
<b>Duties / Responsibilities:</b>		

  

<b>Present or Most Recent Employer</b>		
<b>Employer Name:</b>		<b>Reason for Leaving:</b>
<b>Type of Business:</b>		<b>Position Held:</b>
<b>Period Employed:</b>		<b>Supervisor/Department:</b>
<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Phone Number:</b> (   )
<b>Duties / Responsibilities:</b>		

**CONDITIONS OF EMPLOYMENT**

- If employed, I agree to comply with the terms and conditions of employment and employment practices of Kitchener Public Library.
- I am 15 years of age or older.
- If I receive an offer of employment, I understand that I will be required to show proof of the validity of my driver's licence, and/or professional licences, when such certification constitutes a job requirement.
- I understand that employees are expected to work flexible hours based on the needs and operating hours of the Kitchener Public Library system.
- I agree to provide information identifying present and/or past employers to be approached for references. I understand that such references will be sought only after an interview. I authorize Kitchener Public Library to make such inquiries as deemed appropriate to the position for which I am applying.
- If I receive an offer of employment, I agree that I will obtain a Police Records Check when such a check constitutes a job requirement. I understand that the information obtained from a Police Records Check will be used only for the purpose of screening applications for employment purposes at Kitchener Public Library now or in the future.

**The undersigned has read and understood the above conditions of employment and consents to the obtaining of reference checks, personal or background checks as may be required by Kitchener Public Library. It is understood that the various checks are for employment purposes only.**

Signature\_\_\_\_\_

Date\_\_\_\_\_

**I affirm and certify that the information given on this application is true and complete to my knowledge. I understand that any false statement, misrepresentation, deliberate omission or concealment of information may disqualify me from employment, or cause my immediate dismissal.**

Signature\_\_\_\_\_

Date\_\_\_\_\_

Applications, cover letters and résumés should be addressed to:

**Manager, Human Resources**

Kitchener Public Library  
85 Queen Street North  
Kitchener ON N2H 2H1

Fax 519-743-1261

Email [hr@kpl.org](mailto:hr@kpl.org)

TTY: 1-877-614-4832

Kitchener Public Library is committed to providing an accessible environment during each step of the recruitment process. Accommodations are available upon request for applicants with a disability. Please contact Human Resources Staff by phone 519-743-0271 ext. 239 or TTY 1-877-614-4832, or by email at [hr@kpl.org](mailto:hr@kpl.org).

We thank all applicants in advance and advise that only those selected for an interview will be contacted. We will retain your application for a period of six months. Personal information on your resume is collected under the authority of the Public Libraries Act, R.S.O. 1990 and will be used to determine eligibility for employment. Questions about the collection of personal information should be directed to the Human Resources Department.

You may drop this form off at any Kitchener Public Library Location

Note: Receipt of applications will not be acknowledged