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

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

Telephone (\_\_\_\_) (\_\_\_\_) Email \_\_\_\_\_  
 Home Business

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 the Kitchener Public Library?  Yes  No

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

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

\*If yes, provide Name \_\_\_\_\_ Department \_\_\_\_\_  
*(Under KPL'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:  
 Main (Queen Street North)  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 evening, Saturday, Sunday and standby scheduling. Are there any times during the week when you are unavailable?  
\_\_\_\_\_

What source referred you to this organization?  Walk in  Friend  KPL Website  Job Ad \_\_\_\_\_

To determine your qualification 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			





## CONDITIONS OF EMPLOYMENT

- If employed, I agree to comply with the terms and conditions of employment as outlined in the Human Resources policies and employment practices of the 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 KPL 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 the 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 the 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 the 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:

Coordinator, Human Resources  
Kitchener Public Library  
85 Queen Street North  
Kitchener ON N2H 2H1  
www.kpl.org

Fax 519-743-1261  
Email hr@kpl.org

No telephone calls please

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. Please do not reapply during this time. 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.

**NOTE: RECEIPT OF APPLICATIONS WILL NOT BE ACKNOWLEDGED**

**You may drop this form off at any Kitchener Public Library location:**

Main Library 85 Queen Street N. Kitchener ON N2H 2H1 (519) 743-0271	Grand River Stanley Park Community Library 175 Indian Road (519) 896-1736	Forest Heights Community Library 251 Fischer-Hallman Rd. (519) 743-0644	Pioneer Park Community Library 150 Pioneer Drive (519) 748-2740	Country Hills Community Library 1500 Block Line Rd. (519) 743-3558
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