



Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. As required by law, we provide reasonable accommodation as necessary for the disabled.

Please Print

Position _____ Application Date _____

Work applying for: full time (40 hours/week) part time other

When would you be available for work? _____

Name (last, first, middle) _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Alternate Phone _____ Daytime Phone _____

Where did you hear about this open position? _____

Have you ever filed an application with us before? yes no

If "yes", give date: _____

Have you been employed with us before? yes no

If "yes", give date: _____

Are you currently employed? yes no

If "yes", may we contact your current employer? yes no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? yes no

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last 7 years? yes no

Conviction will not necessarily disqualify an applicant from employments.

If "yes", please explain.

We Are An Equal Opportunity Employer

Employment Experience

Start with your present or most recent job. Include job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected statuses. If you need additional space, please continue on a separate sheet of paper.

1. Employer	Dates employed	Work Performed
	From:	
Address	To:	Reason for Leaving
City, State, Zip	Job Title	
Phone	Supervisor	

2. Employer	Dates employed	Work Performed
	From:	
Address	To:	Reason for Leaving
City, State, Zip	Job Title	
Phone	Supervisor	

3. Employer	Dates employed	Work Performed
	From:	
Address	To:	Reason for Leaving
City, State, Zip	Job Title	
Phone	Supervisor	

4. Employer	Dates employed	Work Performed
	From:	
Address	To:	Reason for Leaving
City, State, Zip	Job Title	
Phone	Supervisor	

Specialized Skills

Check skills, programs, or equipment operated:

- Spreadsheet software
 Database software
 Word processing software
 Desktop publishing
 Email
 Internet searching
 Photocopier
 Facsimile
 Other (please list) _____

Education

	Name and Location of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Indicate any languages, including sign language, that you can speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

References

Previous supervisors or co-workers who have knowledge of your abilities and experience as they relate to your ability to do this job. Please do NOT include family members or personal friends.

Name	Position/Company & Company Address	Phone with area code & email	Relationship (Supervisor/Co-worker)

Additional Information

State any additional information that may be helpful to us in considering your application. Include any specialized training, apprenticeships, and extracurricular activities. List professional, trade, business, or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected statuses.

Applicant's Statement (Please read carefully)

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in the Application of Employment as may be necessary in arriving at an employment decision.

I authorize all previous employers and listed references to furnish whatever information they may have regarding my employment and my reason for leaving, and I release my prior employers from all liability for any damage resulting from the information provided.

I understand and acknowledge that prior to and/or during employment, I may be required to submit to medical testing for alcohol and/or illicit and/or controlled substances, and I hereby consent to such testing.

I understand that a background investigation may be conducted.

I understand that if I am not bondable by a surety company, I may not be offered employment.

Applications for employment are considered only when positions are open. Position openings are advertised on the web site. This Application for Employment shall be considered active for a period of time not to exceed 45 days. To be considered for an open position, applicant must notify the library of his/her interest.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at Will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date