

WELLS BRANCH COMMUNITY LIBRARY

Application

The information you provide on this application will be used to evaluate your qualifications for the position for which you are applying. Print clearly in pen or type your responses. You may include a resume, but do not substitute it for the completed form. Please print legibly.

Position Title: _____

Name: _____

Address: _____

City: _____ Zip: _____

Home Phone: () _____ Other Phone: _____

Email: _____ TX DL#: _____

When would you be available to start work? _____

Education:

School Attended:	Dates of attendance	Degree awarded

Work History: List most recent first and complete ALL information. Please list applicable library experience. Please also list relevant volunteer experience.

Employer			
Address			
Position			
Supervisor		Phone	
Dates of Employment		Salary	
Position/ Title			
Reason for Leaving			

Employer			
Address			
Position/ Title			
Supervisor		Phone	
Dates of Employment		Salary	
Reason for Leaving			

Employer			
Address			
Position/ Title			
Supervisor		Phone	
Dates of Employment		Salary	
Reason for Leaving			

Are you proficient in use of PC? Yes No

Are you proficient in use of the internet? Yes No

Do you have physical limitations on lifting? Yes No

Hours of availability: SUN _____ MON _____ TUES _____

WED _____ THURS _____ FRI _____ SAT _____

Do you grant permission to the Wells Branch Community Library District to run a criminal background check? (Y/N) _____ Initials _____ Date _____

Please list three (3) references. References should not be relatives. Professional references are preferred.

Name	Relationship	Phone Number

By signing this application, you are certifying that all statements are true, complete and correct. You are authorizing us to investigate your personal and educational background in order to assess your qualifications and suitability for this position. You are authorizing and releasing all persons and organizations from liability relating to the release or disclosure of information that we may request. Falsification, misrepresentation, or omission of information may result in disqualification from appointment or termination of employment.

Unsigned or incomplete applications will not be accepted.

Signature

Date

The Wells Branch Community Library is an Equal Opportunity Employer and prohibits discrimination based on race, color, sex, religion, national origin, age, veteran's status and disability in regard to employment. The Wells Branch Community Library provides the benefits of its services, programs and activities to qualified individuals with disabilities.

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