

# WELLS BRANCH COMMUNITY LIBRARY

## General Employment Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Most Recent/Relevant Education:

School Attended:	Field of Study	Degree/Certification Awarded

Are you fluent in any languages other than English? \_\_\_\_\_

Do you have any limitations on lifting or bending? \_\_\_\_\_

Hours of availability:

SUN \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_

When would you be available to start training/work? \_\_\_\_\_

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

Name	Relationship	Phone Number

Work History: List current or most recent first and complete all boxes. Additional work history can be attached or included on a separate resume. Relevant volunteer experience may be listed as well.

Position/Title			
Primary tasks and responsibilities			
Employer			
Address			
Immediate Supervisor		Dates of Employment	
May we contact this employer as a reference?		Contact information	
Reason for Leaving			

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

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.