

WELLS BRANCH COMMUNITY LIBRARY

General Employment Application

The information you provide on this application will be used to evaluate your qualifications for the position for which you are applying. You may attach a resume and/or cover letter, must include the completed form.

Name: _____

Address: _____

City: _____ Zip: _____

Phone: (____) _____ Email: _____

Most Recent/Relevant Education:

School Attended:	Field of Study	Degree Awarded

Work History: List most recent first. Please list applicable library experience and relevant volunteer experience. ALL boxes must be completed for the experience to be considered.

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

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Employer			
Address			
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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 _____

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.