

# 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			
Supervisor		Phone	
Dates of Employment		Salary	
Reason for Leaving			

Employer			
Address			
Supervisor		Phone	
Dates of Employment		Salary	
Reason for Leaving			

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Address			
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.