



## Employment Application

Date:

Full Name:

Address:

Phone:

City:

State:

Zip:

E-Mail Address:

Position desired:

Date you can begin work:

Library branch in which you desire employment:

Can you work the hours, including Saturdays and evenings, stated on the job description?

Yes:            No:

Are you legally authorized to accept employment in this country? Yes:            No:  
(Proof of citizenship or immigration status will be required upon employment.)

Mark computer programs you use frequently:

Microsoft Word:            Microsoft Excel:            Chrome:            Google Drive            Email

Do you have any relatives working for Trails Regional Library? Yes: If    No:

Yes, give name and relationship:

Are you related to any member of the Library Board? Yes:            No:

If yes, give name and relationship:

### ***Formal Education***

List your formal schooling: include academic, vocational, professional, or other training:

**References** (not former employers or relatives)

| Name | Occupation | Address | Phone Number |
|------|------------|---------|--------------|
|      |            |         |              |
|      |            |         |              |
|      |            |         |              |

**Employment History**

List below all present and past employment, beginning with the most recent.

**Company:**

Telephone:

Address:

Date began employment:

Date ended employment:

Can we contact Yes: No:

Position held:

Name of Supervisor:

Reason for leaving:

Description of duties:

**Company:**

Telephone:

Address:

Date began employment:

Date ended employment:

Can we contact Yes: No:

Position held:

Name of Supervisor:

Reason for leaving:

Description of duties:

**Company:**

Telephone:

Address:

Date began employment:

Date ended employment:

Can we contact Yes: No:

Position held:

Name of Supervisor:

Reason for leaving:

Description of duties:

*I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire or termination without notice. I understand that the Trails Regional Library has the right to review my education, previous employment, social media platforms, and other resources that provide background information in order to arrive at an employment decision. I hereby understand 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 the Employee at any time with or without cause.*

*I hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or work performance. I understand that my identity and employment eligibility to work in the United States will be verified. Employment at Trails Regional Library is subject to a successful criminal background check.*

*If the Library decides to engage an investigative consumer reporting agency to perform customary reference checks, I authorize the Library to do so. I release my former employers and the Trails Regional Library from any liability incurred from information obtained.*

(Signed):

Date:

IT IS THE POLICY OF TRAILS REGIONAL LIBRARY TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR HANDICAP.